

BOARD OF SUPERVISORS

Brown County



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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantinne, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

**Monday, June 24, 2013
Approx. 6:15 p.m. (To follow Land Con Mtg)
Room 161, UW Extension
1150 Bellevue Street**

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of May 20, 2013.
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1. Review minutes of:
 - a. Board of Adjustment (June 3, 2013).
 - b. Harbor Commission (March 11 & May 13, 2013).
 - c. Planning Commission Board of Directors (May 1, 2013).
 - d. Transportation Coordinating Committee (December 10, 2012)

Comments from the Public

Communications

2. Communication from Supervisor Dantinne re: To have Brown County Highway review their Administration Changes to Local Municipalities and report to Planning, Development and Transportation Committee for review. *Referred from June County Board.*

Register of Deeds

3. Budget Status Financial Report for January-April, 2013.

Planning and Land Services

Planning Commission

4. Update regarding development of the Brown County Farm property – standing item.
5. Budget Status Financial Reports for March and April, 2013.

Property Listing

6. Budget Status Financial Reports for March and April, 2013.

Zoning

7. Budget Status Financial Reports for March and April, 2013.

Airport

8. Budget Status Financial Report for May, 2013.

9. Director's Report.

Port & Solid Waste

- 10.** Resolution re: Regarding Reorganization of the Port and Solid Waste Department.
- 11.** Port 2013 Operating Plan – Request for Approval.
- 12.** Solid Waste 2013 Operating Plan – Request for Approval.
- 13.** BOW Recycling Facility 2nd Shift Letter of Support – Request for Approval.
- 14.** Director's Report.

Public Works

- 15.** Recommendation and approval of bid for MHC Demolition Contractor – Project #1702.
- 16.** Summary of Operations.
- 17.** Budget Adjustment #13-53: Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)
- 18.** Director's Report.

Land Information – No Items.

Other

- 19.** Audit of bills.
- 20.** Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, May 20, 2013 @ Duck Creek Public Works Department, 2198 Glendale Avenue, Howard, WI.

Present: Chair Erickson, Supervisors Dantine, Kaster, Landwehr, Sieber
Also Present: Paul Van Noie, Doug Marsh, Paul Fontecchio, Brandy Younger, Chuck Lamine, Dean Haen, Fred Monique, Troy Streckenbach, Other Interested Parties.

I. Call Meeting to Order

The meeting was called to order by Chairman Bernie Erickson at 5:26 p.m.

II. Approve/Modify Agenda.

Item #10 should state "support" freezing, not "oppose" freezing.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve as modified.
Vote taken. MOTION CARRIED UNANIMOUSLY.**

III. Approve/Modify Minutes of April 22, 2013.

Motion made by Supervisor Seiber, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

1. Review minutes of:

a. Board of Adjustment (April 29, 2013).

Motion made by Supervisor Kaster, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

b. Planning Commission Board of Directors (April 3, 2013).

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Comments from the Public None.

Presentation

2. WisDOT Northeast Region Update.

Employees from the WisDOT Northeast Region were present:
Brian Brock, Planning and Operations Manager.
Mike King, USH 41 Construction Supervisor.
Andy Fulcer, Brown County Project Manager.
William Dorsey, Northeast Region Director.
Colleen Harris, Northeast Region Deputy Director.
Al Rommel, Project Development Manager.

Brock informed that they appreciated being added to the agenda and informed that they would start off going over projects scheduled and some of the longer term studies. In regard to the long range studies Colleen Harris spoke to the US41 Interstate Conversion, in which they would be renaming US41 to Interstate 41 in 2014. They were looking at this for two years and were working towards a goal of putting interstate shields up on Hwy 41. Another project they were working on was Main Street, West side of DePere, rehabbing the one way street. They had a pretty intensive study going on with all the local businesses involved. The study will go on for the next two years. Harris

informed that starting this fall they would be looking at the Mason Street Bridge. They were looking to do a feasibility study for possible repairs as the bridge was getting old. Throughout the Brown County area they were looking at passing lane studies/opportunities, specifically Hwy 54 on the east side of Green Bay and from County X to FF on the west side.

Landwehr informed that he would have liked hear on their project list the interchange over 29/Maplewood Meats area. It was a very dangerous area and he'd hate to see it where 5-years from now something was being pushed forward due to a major accident. Harris responded that they recognized this and had studied it with Brown County Planning. They helped make the recommendations and then took it over and came up with a long range plan and official mapping. They had official mapping for an interchange however the problem with that was it was very costly to implement an interchange at FF and the one by Maplewood Meats and they could not obtain funding because both projects together were over \$40 million dollars. They prioritized the FF project first because they were making the big improvement – 29 Interchange. She informed that they will have a plan ready to go so if there was some funding available they will be able to suggest that as an upcoming project. On a statewide basis there were a number of at grade intersections on expressways and the challenge was how you fund all those.

At this time Mike King provided a handout re: 2013 US 41 Project Traveler's Guide (attached) and spoke to it. Al Rommel provided handouts re: Wisconsin Six Year Highway Improvement Programs (attached), in which he highlighted projects from it.

Dantinne questioned what happened to Tower Drive Bridge, it was no longer smooth. There were different joints out there now, the old joints were buried there, there were railroad tracks inside of them with multiple bumps inside of those and then there was concrete on the other side. The other issue was the asphalt that they put down. It was rare type that was used to keep water from getting into the bridge deck. It was really sticky and once you put it down you can't move it too much and they had a hard time getting it smoothed into the joint. They had compounding factors. They took a different approach on the southbound lanes and changed some things up and they did have a better ride. A contractor was going to go in there and do some repairs to the joints that he can fix.

Airport

3. **Budget Status Financial Report for April, 2013.**

Motion made by Supervisor Sieber, seconded by Supervisor Dantinne to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Register of Deeds

4. **Budget Status Financial Report for January-March, 2013.**

Motion made by Supervisor Kaster, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Port & Solid Waste

5. **Resolution to Lease Two Acres of land at 1445 Bylsby Avenue to Greenwood Energy.**

Motion made by Supervisor Dantinne, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. **Resolution to Lease Six Acres of Land at 3800 Heritage Road to Forward Vision Environmental.**

3p. should read "as" the East Landfill, not "at" the East Landfill.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. **Budget Adjustment 13-39: Increase in expense with offsetting increase in revenue.**

In previous year's, Port was awarded a WI Harbor Assistance Program Grant and US Fish & Wildlife/NRDA Grant to partially fund Brown County's Cat Island Project. While the award period for these grants span over several fiscal years, the project is progressing much faster than anticipated. In addition to the grant awards, Brown County's match requirement is to be met with a transfer of Harbor Fee funds. This adjustment is to increase and reallocate the project expenses and corresponding grant revenue awarded for the anticipated 2013 activity.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. **Director's Report.**

Haen referred to the Director's Report in the agenda packet (info below) and highlighted his report with the committee:

Renard Island Closure – Work was underway with the WDNR and Corps to develop a contract for completing all WDNR required closure activities this upcoming winter. Efforts will involve a closure date extension request and request to change other DNR approval conditions that were considered unnecessary during winter construction. Discussion will also begin to address the removal or transfer of ownership of the causeway. Eventually the ultimate end use of the island will need to begin. Retained consultant was evaluating the possibility of receiving Natural Resource Damages (NRD) funds from the Fox River Clean-up responsible parties.

Cat Island Chain Restoration Project – The project was 20% below cost and the effort was underway to utilize existing state and federal funds to construct the future off-loading facility now. Baseline research was being conducted by UW-Green Bay to establish current conditions and assist in determining future benefits derived from the project. Construction conditions were dry and caused some dust issue which was being addressed by the Corps.

2nd shift at the BOW Single Stream Recycling Facility – The contract with Advanced Disposal Systems was being negotiated. Capital investment for a 2nd baler and optical sorter was being created. Outagamie County table of organization for additional staffing was also in the process of being approved.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Planning and Land Services

Planning Commission

9. **Resolution to Authorize the Participation of Brown County in Forming a Bay-Lake Regional Loan Fund.**

Lamine informed that this was an effort to create reasonable economic development revolving loan fund programs. A handout was provided and attached re: WEDC Regional Economic Development Revolving Loan (RLF) Project. The intent was to try to consolidate the local CDBG Business Revolving Loan Funds that exist in counties in the Bay-Lake region into a regional loan fund to provide a more effective financing program that will remove existing federal regulations, open up the funds to more businesses and projects, streamline fund management, and relieve individual communities of administration and legal responsibilities. Lamine informed that the primary advantage for Brown County was it would eventually reduce some of the federal strings that were attached to the grant programs; ones that almost prohibited using funds for any construction related projects. By going through this process they would be able to do Sod loans for downtown and smaller projects that in the past were cost prohibited because there were so many administrative strings attached with tracking wage scale. This would open up a lot of extra dollars, a lot of the funds that were existing in Revolving Loan Fund programs statewide were being sat on and not being used. The communities that were more aggressive in packaging the loans were going to be effective in getting those monies out and help create new jobs and great economic opportunities.

Monique informed that participation was optional and out of the eight counties they had an indication that Manitowoc County would not be joining at this time. It was not mandatory that all eight counties go in. The goal was five, if they didn't get five there would have to be a conversation. Even Brown County would have to make a decision in the final round.

Sieber questioned who would be administering the loans. Monique stated that once this was created they would probably go to request for quote and Advance would respond to it but it was unknown who else in the area was interested.

Lamine informed that a not-for-profit, Board of Directors will be created with representation from each county to decide who will manage this. That committee will go through an RFQ/RFP process to hire an administrator.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Public Works

10. **Resolution No.: 139-2012-13 re: ~~oppose~~ support freezing the renewable energy requirements. Held for one month.**

Sieber stated that Brown County wasn't even mentioned in this resolution; it didn't have anything to do with Brown County and suggested receiving and placing this item on file.

Motion made by Supervisor Landwehr, seconded by Supervisor Kaster to approve. Vote taken. Nay: Sieber. MOTION CARRIED 4-1

11. **Summary of Operations.**

Van Noie referred to the "Summary of Operations for Public Works" which was located in the packet and highlighted several items with the committee.

Landwehr questioned roughly what was in the reserve funds. Public Works-Highway Business Manager Brandy Younger informed that it was a little over \$1M for maintenance and \$3.9M in the 240 Fund.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. **Director's Report.**

Van Noie reported on a number of significant items from his written Director's Report including the "First Quarter Project Highlights", which was located in the agenda packet.

Sieber questioned if they were going to renovate the building at the landfill or build new buildings. Van Noie responded that they had a plan in place and it was two-phased. One would be a new 4,000sq.ft. Pole building that would go slightly behind the jail and would cost roughly \$110,000. The balance of the \$160,000 was to tighten up the facility near the landfill. That may or may not meet their needs but they it was put in the budget. If the county goes into a different direction they may have to return those dollars to the general fund.

Kaster stated that they were doing a great job reducing the footprint on some of the roads and stopped building humungous Cadillac roads. He was in favor of that for a long time and was glad that they were heading in that direction.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Other

13. **Audit of bills**

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY.

14. **Such other matters as authorized by law - None**

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to adjourn @ 6:45 pm. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted, Alicia A. Loehlein, Recording Secretary

MINUTES FOR THE JUNE 3, 2013, BOARD OF ADJUSTMENT

The following are the results of a public hearing that was held before the Board of Adjustment ("Board"), created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Chapter 22; Private Sewage System Ordinance, Chapter 11; and Floodplains Ordinance, Chapter 23, in Room 391, 3rd floor of the Northern Building, 305 E. Walnut St., Green Bay, at 4:30 p.m. on Monday the 3rd day of June, 2013. The appeal taken by Triple Z Farm LLC (Jeff Zeamer) denying the request to install a holding tank to serve farm buildings/office was **approved**. The property is located at NW, SE, S 24, T 22 N, R 20 E in the Town of Rockland at 2772 Blake Road East, Parcel # R-380 ("Property"). **Vote 3-0**

Dated this 4th day of June, 2013.

Brown County Board of Adjustment
Allan Duchateau
Bill Ullmer
Richard Huxford
Vacant-Alternate

1a

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

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DEAN R. HAEN
DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, March 11, 2013**
Clarion Hotel, 200 Main St., Green Bay, WI

1) The meeting was officially called to order by President McKloskey at 11:30 am.

2) Roll Call:

Present: President Neil McKloskey
Vice-President Craig Dickman
Commissioner Bernie Erickson
Commissioner Bryan Hyska
Commissioner Greg Flisram
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Ron Antonneau

Excused: Commissioner Tom Klimek

Also Present: Dean Haen, Brown County P&SW
Mark Walter, Brown County P&SW
Steve Bostedt, Greenwood Fuels

3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Ron Antonneau and seconded by Craig Dickman. Unanimously approved.

4) Approval/Modification – February 11, 2013 Meeting Minutes

A motion to approve the minutes of February 11, 2013 was made by Ron Antonneau and seconded by Bernie Erickson. Unanimously approved.

5) Land Lease – Request for Approval

The Department has written up a draft land lease agreement, similar to the existing leases that are currently held with Great Lakes Calcium and snow placement at Bayport. This lease would be held between Brown County and Greenwood Energy for 2 acres at 1445 Blyby Ave. Greenwood Energy is interested in using the improved area that the Port has just finished filling. The leased area would be two acres for Greenwood Energy to store wood pellets for

\$500 a month/acre (nine months) up to December 31, 2013, then go on a month-to-month basis. The remaining leasable Blysbys acreage is currently being leased to Great Lakes Calcium at \$488 a month/acre, this year going up \$25 a month.

A motion to approve the Land Lease with an increase not to exceed 4% and termination upon removal of material by Greenwood Energy and Corporation Counsel review was made by Ron Antonneau and seconded by Hank Wallace. Motion approved with Bryan Hyska Abstaining.

a) Port/Rail Intermodal Ramp "White Paper" – Update

Last year Brown County Executive Troy Streckenbach announced the creation of four Economic Development Committees. The committees will focus on core county infrastructures such as port, air, rail, and waste to meet the growing needs of jobs creators and businesses looking to expand in Brown County. These core areas are key to expanding and keeping business thriving in Northeast Wisconsin.

The Port/Rail Intermodal Ramp committee united key business leaders with technical experts and local officials to develop plans to sustain and grow jobs in Brown County. The committee conducted a survey and determined there is enough container business in the area for manufacturers and the Canadian National (CN) Railroad to benefit from a Port/Rail Intermodal ramp. The survey identified approximately 80,000 container lifts in the area. With rough numbers, it costs \$500 per container to move coal from Green Bay to Chicago and \$250 to move the container back. To have a rail ramp, assemble a full unit train and have CN take it to Chicago, there would be a cost savings for our manufacturers. The first CN meeting is March 26th, 2013, to share the findings of the UWGB study and the County Executive's "white paper".

6) CAT Island Chain Restoration Project – Update

The Cat Island Chain wave barrier sits on an area of Green Bay lake bed granted to Brown County. Construction of the US Army Corps of Engineers' portion of the Cat Island wave barrier continues to move forward with the placement of armor stone on both legs of the West and Central islands complete. The project is being constructed faster and with less core stone than originally expected due to favorable weather conditions and low water in the bay of Green Bay. The original project completion date of December 2015 has been moved forward to end of summer 2013. The project is ahead of schedule and under budget. Staff is working with the Corps to add design features under Brown County's cost share responsibility. Preliminarily this may include repaving of Lineville Road, construction of an unloading facility at the east end and placement of reflective markers. Brown County met with Wisconsin Dept. of Transportation with regards to our Harbor Assistance Program grant and they are open to funding additional design features under our existing HAP grant.

7) Renard Island Closure Project – Update

The Army Corps of Engineers is going to be identifying how much money they have left from the Cat Island Project. The department will then get the Corps to figure out how much it will cost to close Renard Island. The Corps will be preparing a contract to close Renard Island over the winter of next year. The Corps will also figure into the contract how much it is to remove the causeway. Staff has requested that Foth Companies identify all Corps and County closure responsibilities from the 2005 and 2008 Closure Plans and forward to the Corps as they

prepare their contract. Staff is also preparing to hire a consultant to identify potential natural resource damages settlement funds from the Fox River clean-up project that may be available to Renard Island end-use.

8) WCPA Planning Effort – Update

The department submitted a grant application to the Wisconsin Coastal Management Program on behalf of the Wisconsin Commercial Ports Association in November of 2012. Department staff attended a WCMP grant selection meeting in February 2013 to defend the grant application. The WI Coastal Management Council had asked the department to remove all the parts of the planning process and costs that were not associated with Great Lakes Port such as Prairie Du Chein and La Crosse. The National Center for Freight and Infrastructure Research and Education (CFIRE) has already started to work with their graduate students on the initial assessment and inventory of Port facilities with those two ports as part of a graduate course at UW-Madison. The Coastal Management Program has not finalized their approval at this time.

9) Director's Report

The Great Lakes Dredging Team has planned a conference in connection with the National Department of Transportation Conference. The conference focus is on beneficial reuse of dredged material in DOT projects. The conference was March 7th and 8th; Dean Haen presented what the Port of Green Bay has done with dredged material in terms of beneficial reuse, Cat Island project, the efforts at Highway 41, and the Renard Island cover project. The intent is to promote the use of dredged material in road construction projects by state DOT Agencies.

South Bay Marina is planning on opening up more slips for rent and will be dredging up to 10,000 yards. The Corps is open to letting them place the clean material directly on Renard Island as part of the closure requirements. The intent is to make this happen within the next two to three weeks while the ground is still frozen.

Northeast Asphalt has approached the department expressing an interest in purchasing seven acres at the end of Atkinson Road outside of our active Bay Port facility that has little use to Brown County. Staff is working with Northeast Asphalt in determining a fair market value.

10) Audit of Bills – Request for Approval

A motion to approve Audit of Bills was made by Craig Dickman and seconded by Bryan Hyska. Unanimously approved.

11) Such Other Matters as Authorized by Law

None

12) Adjourn

A motion to adjourn was made by John Hanitz and seconded by Ron Antonneau. Unanimously approved. Meeting adjourned at 12:29 pm.

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DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, May 13, 2013**
Clarion Hotel, 200 Main St., Green Bay, WI

1) The meeting was officially called to order by President McKloskey at 11:30 am.

2) Roll Call:

Present: President Neil McKloskey
Vice-President Craig Dickman
Commissioner Bryan Hyska
Commissioner Greg Flisram
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Tom Klimek

Excused: Commissioner Bernie Erickson
Commissioner Ron Antonneau

Also Present: Dean Haen, Brown County P&SW
Mark Walter, Brown County P&SW
Jon Logan, Brown County P&SW
Mark Rahmlow, Office of Representative Reid Ribble
Jerry Chure, Graymont Western Lime

3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Craig Dickman and seconded by Hank Wallace. Unanimously approved.

4) Approval/Modification – March 11, 2013 Meeting Minutes

A motion to approve the minutes of March 11, 2013 was made by Bryan Hyska and seconded by Craig Dickman. Unanimously approved.

5) 2013 Budget Adjustment – Request for Approval

A budget adjustment is needed for the department to allocate funds into the proper budget categories for the Cat Island Chain project. The Port was awarded a WI Harbor Assistance Program Grant and US Fish & Wildlife/NRDA Grant in prior years to partially fund Brown County's Cat Island Project. While the award period for these grants span several fiscal years,

the project is progressing much faster than anticipated. In addition to the grant awards, Brown County's match requirement is to be met with a transfer of Harbor Fee funds. This adjustment is to increase and reallocate the project expenses and corresponding grant revenue awarded for the anticipated 2013 activity. No money is lost or gained.

A motion to approve the 2013 Budget Adjustment was made by Craig Dickman and seconded by John Hanitz. Unanimously approved.

6) 2013 Great Lakes Policy Positions – Request for Approval

Every year members of the Great Lakes Port Association identify the policy issues that are going to be pushed on a Federal platform. The issues do not change much because the progress of accomplishing things within the Port takes a long time. Issues include; Great Lakes Harbor Dredging, Harbor Maintenance Trust Fund, Marine Infrastructure Renewal, Short Sea Shipping, Aquatic Nuisance Species/Ballast Water Regulations, Great Ships Initiative, Chicago Lock Closure, and Seaway Navigation Season. Dean Haen, Director, took information on these issues to meet with Federal legislators in Washington, DC, last month.

A motion to approve the 2013 Great Lakes Policy Positions was made by Tom Klimek and seconded by Craig Dickman. Unanimously approved.

7) Federal Issues – Update

The Water Resources Development Act is a bill that is evolving in the Senate that is changing quite rapidly. Within the bill, there are a couple of provisions that are of interest to Green Bay and the Great Lakes. On the good side, the Senate wants to earmark 20% of harbor maintenance funds for the Great Lakes identified as a unique system of smaller ports. On the flip side, the Senate is trying to put in prioritization. The use of the money would go to high-use ports (deep-draft coastal ports). Every port on the Great Lakes is classified as a medium- or low-use port on a national level. This could be problematic if there was not enough money to trickle down into the Great Lakes unless the 20% provision stays in. Another unique item in the bill is an earmark of a certain amount (as of this morning \$50 million) to Donor Ports. Donor Ports are upper west coast ports like Seattle and Tacoma, WA who have naturally deep harbors. They pay into the harbor maintenance fund and never need any dredging. Their Representatives want the \$50 million directed back to these ports for port infrastructure work. This establishes a new precedent that could be a problem in the future. This bill will soon hit the Senate floor for vote then goes on to the House of Representatives. Senator Baldwin has taken a favorable position on the Great Lakes. She was a co-sponsor on the amendment for the 20% provision going to the Great Lakes. Senator Johnson was not. Congressman Ribble has been very supportive of our short-sea shipping and protecting the harbor maintenance trust fund and hopes the overall bill will be done by the end of the summer.

8) Beneficial Reuse Research by Jon Logan, UWGB

The Port & Solid Waste Department hired Jon Logan, at the time a UW Green Bay undergraduate student, about a year ago as an intern to work on an assessment of beneficial reuse of dredged material and how to incorporate it into the Hwy 41 project.

Mr. Logan looked at dredging activities taking place locally, in the Great Lakes, and beyond. He also looked at policies concerning dredged material and contamination levels. A problem facing the Great Lakes Ports is dealing with dredged material placement. The material is deemed a solid waste in Wisconsin as soon as it is taken off the lake bed. The long term goal

is to not need the Bay Port facility, a confined disposal facility for repurposed dredged material. Some past reuse projects include hydro-cycling, greenhouses, landfill topsoil, and composting. Mr. Logan is now a UWGB graduate student and his thesis will be on dredged material management with a completion date of January 2014.

9) Cat Island Chain Restoration Project - Update

The project is still moving along ahead of schedule and under budget. About 400 loads of rock are being moved each day. With it being dry one week, there were complaints of the amount of dust being kicked up. The Port passed that information along to the Contractor of the project who started watering the road down to keep the dust to a minimum. All three islands have had an initial layer of core stone placed to define the wave barrier and legs. The legs of the first two islands have been armored. The remaining work involves building the barriers up to grade, placing armor stone and placement of the gravel surface. There have been a few modifications to the project that the Corps of Engineers has proposed; part is so the County can adequately meet the match on the project. Right now the estimates suggest that the project is using 20% less stone than was originally estimated. This is because the lakebed is hard sand and the stone does not sink into the lakebed. To help meet the Port's cost share with the US Army Corps of Engineers, the Department will put up 468 marker posts along the causeway in accordance with the permit with the DNR. The Corps has also identified modifications such as widening the structure to have two trucks running at all times, putting access roads into each of the island cells, and building an off-loading facility adjacent to the shipping channel. The department is specifically looking at funding the off-loading facility so that water access for the dredging contract is possible. This was a design feature that was going to be constructed in the future.

10) Renard Island Closure Project - Update

The US Army Corps of Engineers determined that any savings from the Cat Island project would be able to be used to close Renard Island though the Corps did not identify a specific dollar amount. Staff is working with the DNR, Corps and Foth to develop a contract that meets the closure requirements while also reviewing the permitting requirements for consideration of Brown County taking ownership of the causeway to access the island in the long term. By May of next year Renard Island could be handed over to Brown County.

11) Director's Report

Mr. Haen gave an update on the department's reorganization; it looks as if it may be done this month, May, with the intention of going before Planning, Development and Transportation Committee in a couple weeks. The changes include eliminating the Port Manager position and hiring a Business Development Manager and an Operations Manager both working partially on Port functions. Overall the Department will go from 13 FTE to 12 FTE. Most of the other changes fall on the solid waste side of the operation. Overall the intent is to create a better management structure, eliminate silos, create cross training and professional development opportunities while saving money.

Governor Scott Walker appointed Dean Haen, Director, to the Great Lakes Compact Commission.

PMI has come and asked the Port to be a sponsor with a booth at the Tall Ships Festival. For \$1,000 (budgeted) our department can be a third-party and have a booth, staff time, and giveaways. The lowest sponsorship they offer is \$2,000.

A motion to offer no more than \$1,000 for booth and sponsorship with in-kind services making up the differences for the Tall Ships Festival. Motion was made by Hank Wallace and seconded by Neil McKloskey. McKloskey voting Nay with all others voting Aye.
Motion approved.

12) Audit of Bills – Request for Approval

A motion to approve the Bills was made by Hank Wallace and seconded by Bryan Hyska.
Unanimously approved.

13) April Tonnage Report – Request for Approval

April's tonnage increased, with three more ships this year compared to last year. cargo overall through April was up almost 120%. There were no ships in March due to a late winter. Jerry Chura, from Graymont Western Lime, forecasts that this year's tonnages look better than last year's.

A motion to approve the April Tonnage Report was made by Tom Klimek and seconded by Hank Wallace. Unanimously approved.

14) Such Other Matters as Authorized by Law

None

15) Closed Session

Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.

A motion to go into closed session was made by Hank Wallace and seconded by Bryan Hyska. A roll call vote followed with the following Board members voting "aye": Neil McKloskey, Bryan Hyska, Hank Wallace, John Hanitz, Tom Klimek, and Greg Flisram. There were no "nay" votes; the motion was passed. The purpose of the closed session was for deliberation and possible negotiations/action relating to the consideration of a sale of a portion of parcel 6-6 in the City of Green Bay.

A motion was made by Hank Wallace and seconded by Bryan Hyska to return to open session. A roll call followed with the following Board members voting "aye": Neil McKloskey, Bryan Hyska, Hank Wallace, John Hanitz, Tom Klimek, and Greg Flisram. There were no "nay" votes; the motion was passed.

The Board continued with agenda items in open session.

16) **A motion to adjourn was made by Hank Wallace and seconded by Tom Klimek.**
Unanimously approved. Meeting adjourned at 12:50 pm.

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, May 1, 2013
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>Exc</u>	Michael Malcheski	<u>X</u>
James Botz	<u>Exc</u>	Ken Pabich	<u>X</u>
William Clancy	<u>Exc</u>	Scott Puyleart	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dan Robinson	<u>X</u>
Ron DeGrand	<u>X</u>	Ray Tauscher	<u>X</u>
Bernie Erickson	<u>X</u>	Mark Tumpach	<u>X</u>
Steve Gander	<u>X</u>	Steve VandenAvond	<u>Abs</u>
Adam Gauthier	<u>X</u>	Tim VandeWettering	<u>X</u>
Steve Grenier	<u>X</u>	Jason Ward	<u>Exc</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>X</u>
Dotty Juengst	<u>X</u>	Reed Woodward	<u>X</u>
John Klasen	<u>X</u>	Vacant (Denmark, Wrightstown & Pulaski)	<u> </u>

OTHERS PRESENT: Lisa J. Conard, Chuck Lamine, Cole Runge, and Aaron Schuette.

1. Approval of the minutes of the April 3, 2013, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by K. Pabich, seconded by J. Klasen, to approve the minutes of the April 3, 2013, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Public Hearing:** Notice of public hearing regarding Major Amendment #2 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

N. Dantine turned the public hearing over to L. Conard.

L. Conard opened the public hearing for Major Amendment #2 to the 2013-2017 *Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.

L. Conard stated that the Wisconsin Department of Transportation requested an amendment to the current TIP. The project proposed to be added to the TIP requires a major amendment. Therefore, a 15-day public review and comment period and a public hearing are required. L. Conard provided project detail as follows:

Project Sponsor	Project Description	2013			
		Federal	State	Local	Total
Door-Tran Inc.	Mobility Manager Position and Transportation Program The position will assist individuals with disabilities living in Door County identify and access transportation services. The program provides reduced transportation fares to qualifying Door County residents. The project is being added to the Green Bay TIP as service regularly is provided between Door County and the Green Bay Urbanized Area.				
158-13-504		\$21,637	\$0	\$24,795	\$46,432

* The project is fiscally constrained and will be added to the TIP fiscal constraint demonstration document.

L. Conard asked three times if anyone wished to speak. Hearing none the public hearing was closed. L. Conard informed the commission that the requirements for public participation have been fulfilled.

3. Discussion and action regarding Major Amendment #2 to the 2013-2017 TIP for the Green Bay Urbanized Area.

L. Conard stated that staff is recommending approval of the amendment.

K. Pabich asked about the source of the local funds and what would happen if they were not available.

L. Conard stated that the local funds consist of passenger fares and donations. If the local share fell short, the program would likely be scaled back. For example, Door-Tran partners with private-for-profit taxi companies to operate a half-fare program for qualifying Door County residents. The user pays half the fare and the program covers the other half. If there was a shortfall in local share, the number of half-fare vouchers available to residents would likely be reduced. The other services also fall under the program could also be scaled back.

K. Pabich asked if Brown County is responsible for any portion of the local share.

L. Conard stated no.

D. Juengst asked why we are being asked to amend the TIP.

L. Conard stated that the project involves federal transportation dollars and was not included in the 2013-2017 TIP approved in September of 2012. On April 11, 2013, WisDOT requested that Brown County staff amend the Green Bay Urbanized Area TIP to include the project. Door County does not have a Metropolitan Planning Organization (MPO), which is a transportation planning agency for urbanized areas of 50,000+ people. Since some of the trips will enter the Green Bay Urbanized Area, WisDOT felt that our TIP would be the most appropriate for the project. In addition, WisDOT has flexibility in assigning "rural" and "urban" federal dollars to the program, which, depending on certain circumstances, triggers an amendment to an urban area TIP.

TIP amendments are common. In fact, WisDOT processes Statewide Transportation Improvement Program (STIP) amendments every month, and each amendment contains at least 40 projects.

A. Gauthier asked about the types of amendments.

L. Conard stated that the amendment before the commission today was processed as a major amendment because the \$21,637 in federal funds assigned to the project has not appeared in any TIP. If a project was already in a TIP and was moved from the current year to an "out year" and other criteria were met, a minor amendment may be in order. Administrative modifications can also occur. Each one has a corresponding public involvement process.

A motion was made by B. Erickson, seconded by R. DeGrand, to approve Major Amendment #2 to the 2013-2017 TIP for the Green Bay Urbanized Area. Motion carried.

4. Update on the status of the Southern Brown County Environmental Impact Statement (EIS).

C. Runge stated that back in 1996, the Rockland-Red Maple corridor was identified by the planning commission and local municipalities as the preferred location for a river crossing. Consideration was given to the Scheuring-Heritage corridor, but ultimately, the communities chose Rockland-Red Maple. Since that time, the planning staff has carried out a planning process that affirms that decision.

C. Runge stated that environmental documents have been forwarded to FHWA and WisDOT staff for review since the EIS process began in September of 2006. He stated that it often takes a long time for state and federal staff to review submitted documents and provide comments. These delays have required documents to be redrafted because regulations and staff have changed during the long review periods.

C. Runge stated that with the reconstruction of CTH GV from Bower Creek to CTH G in 2012 and the scheduled reconstruction of CTH GV from CTH G to CTH X in 2014, staff had to redefine the eastern corridor terminus at CTH GV at CTH X. In order to prevent what is called "segmentation," staff had to prepare an additional environmental document for the segment of CTH GV between CTH G and CTH X. Other elements of the EIS also had to be revised as a result of new federal regulations and because the project's termini are being changed. Many of these elements have been completed and sent to the state and federal agencies for review, and staff is waiting for the agencies' comments.

As a result of recent federal regulations, C. Runge stated that the project must now have a fiscal constraint component. This means that the EIS must demonstrate that funds to construct each piece of the chosen corridor project are available. Since these funds are not available, the EIS must be completed as what is called a Tier I document. When funds are available to construct sections of the chosen corridor, Tier II documents will need to be completed prior to construction.

C. Runge stated that 2013 is "the year of getting it (the EIS) done."

B. Erickson asked if funding is available for the project.

C. Runge stated that funds are in place for the reconstruction of CTH GV from CTH G to CTH X in 2014. Funds for the remaining parts of the chosen corridor and Fox River crossing have not been identified.

B. Erickson asked why we are doing this study.

C. Runge stated to be eligible for state and federal funds and to obtain the state and federal permits necessary to cross the Fox River and build other corridor segments in possibly sensitive areas. The EIS and an Interstate Access Justification Report (IAJR) are also being prepared to determine if a new full-access interchange can be built at Southbridge Road.

B. Erickson stated that he is specifically wondering who will pay for a new Fox River bridge.

C. Runge stated that one source of funds for the new Fox River bridge could be the state's High-Cost Local Bridge Program. Other state, federal, and local funding sources will be explored as well.

K. Pabich reminded the commission that a lot of the roads are planned or programmed as part of local capital improvement programs (CIPs) or the county's six-year plan. The new facility is considered to be a Brown County highway/corridor.

M. Malcheski asked if there have been any "project stoppers" discovered during the environmental review process.

C. Runge stated no.

C. Runge stated that staff is close to completing the IAJR. The county has hired a consultant to complete a computer micro-simulation analysis to determine if a connection to US 41 is acceptable. The study will also evaluate the Scheuring-Heritage corridor's impact on the existing interchange at US 41 and Scheuring Road.

C. Lamine stated that the Brown County Public Works Department has agreed to develop a design for a new interchange at US 41 and Southbridge Road to include in the IAJR.

A motion was made by S. Grenier, seconded by A. Gauthier, to receive and place on file the update on the status of the Southern Brown County EIS. Motion Carried.

5. Review and discussion regarding Brown County Comprehensive Plan Draft Chapter 1 – Issues and Opportunities.

A. Schuette presented the draft Chapter 1 – Issues and Opportunities for the Brown County Comprehensive Plan. This chapter lays out basic demographic, economic, and housing data that should be taken into account. The data is generally derived from the 2010 Census, the 2007-2011 American Community Survey, and various state agencies.

A. Schuette stated that with past planning efforts, the comprehensive plan goals and objectives have generally been presented as a part of Chapter 1. However, in the interest of having manageable meeting lengths and ensuring consistency with each chapter, the draft goals and objectives for each chapter will be presented along with their

corresponding chapter. The goals and objectives will form the framework for the corresponding chapters and the chapter recommendations will build upon this framework.

A. Schuette stated that the *2011 Brown County Life Study* and the *Brown County 20/20: Envisioning the Future* reports will be valuable tools as we assess quality of life issues.

A. Schuette reviewed some of the basic demographic information for Brown County.

Population: 1960 = 125,000 residents
2012 = 250,000 residents

Age: Largest age cohort is 45-55 years
Significant increase projected in "retirement age" cohort
How do we account for aging in our land-use, transportation, and other decisions?

Housing: 1970 = 45,000 housing units
2010 = 105,000 housing units
Household sizes are decreasing (2.45 persons/household in 2010).
What are the needs as we see more multigenerational households?
It is estimated that 24,000 more housing units will be needed by 2030.

Education: Increased education yields higher incomes and lower unemployment.

D. Robinson asked for specifics regarding the growing population.

A. Schuette stated that it is a combination of births over deaths and in migration.

D. Robinson stated he would like to see the breakdown of in migration.

A. Schuette stated he has taken a look at the data. Brown County tends to attract a large number of people who were born in surrounding counties who come to the county as a result of their job.

D. Robinson stated asked if this was more than the number coming from other states or even other countries.

A. Schuette stated that was the case.

B. Erickson asked about the number of vacant/for sale single family homes.

P. Hilgenberg suggested that this has peaked.

A. Schuette stated that unemployment peaked in 2008.

A. Schuette asked the commission to identify some of the planning issues we will need to address based on this background data.

R. Woodward asked why state legislators are trying to change the statutes governing the relationship between city/village comprehensive plans and the town comprehensive plans in the county comprehensive plans

A. Schuette stated he could not say why. This will not have an impact on Brown County as there is no county-wide zoning.

N. Dantine stated a large portion of the county is rural. Will the plan reflect need/presence of agriculture?

A. Schuette stated the recently completed Farmland Preservation Plan will be a component of the comprehensive plan. The plan identifies areas of exclusive agriculture, land that will remain in agriculture over the course of the comprehensive plan. The decision to include certain areas was made at the local level.

D. Robinson asked what we are trying to accomplish with the first chapter.

A. Schuette replied that the first chapter, Issues and Opportunities, is required by law. Subsequent chapters will contain the “meat and potatoes” of the plan.

D. Juengst stated that the Life Study and other locally developed reports address the “social” aspects or quality of life issues in Brown County.

A. Schuette stated that the plan will promote quality of life. How do we create a great community? This will be interwoven throughout the document.

N. Dantine stated that it is difficult to keep and attract college graduates.

C. Lamine stated that he recently attended the APA Annual Conference in Chicago. The theme was “Jobs! Jobs! Jobs!.” It is important to retain the highly educated in the community in order to see a continued talent pool for economic development.

M. Malcheski suggested tracking educational programs.

C. Lamine stated that the technology park planned for a portion of the County Farm property will help in this effort.

K. Pabich stated it will be important to address stormwater and phosphorus regulations as well as wetland determinations by the WDNR. Advance, the economic division of the Chamber of Commerce, has a lot of information or potential employment growth sectors already collected that will be useful in this planning process.

D. Robinson stated that it appears sustainability will be a theme in each chapter.

A motion was made by B. Erickson, seconded by S. Grenier, to receive and place on file the Brown County Comprehensive Plan Draft Chapter 1 – Issues and Opportunities. Motion carried.

6. Director’s report.

a. Survey responses regarding the Brown County Comprehensive Plan update.

C. Lamine reviewed the results of the survey. It appears eight commissioners have requested to receive hard copies of the draft chapters and other materials and the balance will receive the materials electronically. The ability to send the materials electronically will save the department considerable printing fees.

C. Lamine expressed his appreciation to the Brown County Planning Commission and the Brown County Board for allowing the inclusion of the conference in the department budget.

C. Lamine announced that LIO staff members Jeff DuMez, Jeremy Du Chateau, and the LIO volunteer intern, Sandra Wentland will be presenting a new application that allows developers, realtors, and the public the opportunity to access an inventory of lots for sale in business centers/industrial parks throughout Brown County. The application will also contain the contact information for each. This will save the user considerable time.

7. Brown County Planning Commission staff updates on work activities during the month of April 2013.

A motion was made by K. Pabich, seconded by D. Juengst, to receive and place on file the staff updates on work activities during the month of April 2013. Motion carried.

8. Other matters.

None.

9. Adjourn.

A motion was made by K. Pabich, seconded by R. DeGrand, to adjourn. Motion carried. The meeting adjourned at 7:45 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
May 1, 2013**

April 2013 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Attended the Brown County Planning Commission Board of Directors meeting the evening of April 3.
- Continued to research, author, and analyze background materials for the Brown County Research and Technology Park feasibility report.
- Updated the Planning, Development, and Transportation Committee regarding WHEDA tax credit application for the Cardinal Capital's veterans' housing project. Informed the committee that WHEDA has put the application on hold and the project has been directed to the WHEDA High Impact Project Reserve (HIPR) review.
- Met with Planning staff and representatives of Cardinal Capital Management, Inc. to discuss strategy for the WHEDA HIPR process.
- Participated in a meeting with the Principal Transportation Planner and WisDOT and Federal Highway Administration (FHWA) representatives to discuss the next steps in the EIS development process.
- Attended the Advance Municipal Issues meeting on April 4 and discussed the Planning Department's intent to develop a web based application to assist businesses in finding information regarding Brown County community business and industrial park information.
- Attended the April 24 meeting and served as a member of the Green Bay/Brown County Professional Football Stadium District Board.
- Conducted staff meetings.
- Prepared and submitted request to fill position documentation for the vacant Secretary III position and the soon to be vacant Survey Crew Chief position.
- Attended the National American Planning Association conference in Chicago, Illinois held April 13 through April 17.
- Attended the Airport Development Committee meeting on April 9.
- Met with staff and legal counsel regarding a collection action associated with the delinquent Raven Manufacturing Brown County Revolving Loan Fund loan.
- Coordinated and attended a meeting of the Brown County Revolving Loan Fund Committee on April 10.
- Attended a Bay-Lake Regional Economic Development Revolving Loan Committee meeting on April 24.
- Met with Planning and Land Services Department staff and representative of Esri regarding web based Geographic Information System (GIS) applications as well as Business Analyst software applications for planning and economic development.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Prepared for and participated in a conference call with representatives of the Federal Transit Administration (FTA), WisDOT, and Wisconsin's other large MPOs (MPOs that exceed 200,000 people) to discuss WisDOT's plan to have the large MPOs administer the federal specialized transportation capital assistance program for their areas.

- Presented information to the Village of Allouez Plan Commission about the process to follow to update comprehensive plans. Also answered questions from the Plan Commissioners.
- Worked with representatives of Ashwaubenon and Howard to develop additional recommendations for revisions to the urbanized area's functional classification system. Also sent this information to WisDOT's Northeast Region Office for review.
- Developed an amended Notice of Intent (NOI) and Project Initiation Letter (PIL) for the EIS to reflect changes to the EIS development process. Also sent the amended NOI and PIL to WisDOT's Northeast Region Office to review and forward to the Federal Highway Administration (FHWA).
- Updated the EIS's Purpose and Need element as directed by representatives of FHWA to reflect changes in the EIS development process.
- Met with the County Planning Director and representatives of WisDOT and FHWA to discuss the next steps in the EIS development process.
- Prepared the MPO's report and reimbursement request to WisDOT for the first quarter of 2013. Also prepared a summary of transportation expenses for the first quarter at the request of the Brown County Department of Administration.
- Reviewed the Brown County Comprehensive Plan's Transportation Goals and Objectives to determine if modifications should be recommended as the plan is being updated.
- Prepared for and participated in an MPO Directors meeting in Madison.
- Participated in a meeting of the Town of Ledgeview's CTH GV Design Committee.
- Reviewed and commented on two draft chapters of Green Bay Metro's 2014-2018 Transit Development Plan (TDP).

The recent major planning activities of Aaron Schuette, Principal Planner:

- Continued researching and writing the Port Opportunity Study for the Port of Green Bay.
- Continued to coordinate with Wisconsin Department of Administration and the Northeastern Region counties regarding the CDBG-Housing program.
- Continued to work with the Corporation Counsel's Office to complete a draft cooperative agreement for the Northeastern CDBG-Housing Region counties.
- Completed a draft update of the demographic, economic, and housing data for Chapter 1 – Issues and Opportunities of the Brown County Comprehensive Plan.
- Attended and answered questions related to the Wisconsin Working Lands Initiative at the Town of Lawrence Board meeting on the evening of April 8.
- Attended and answered questions related to the Wisconsin Working Lands Initiative at the Ledgeview Planning Commission meeting and the Town of Morrison Planning Commission meeting on the evening of April 10.
- Attended and answered questions related to the Community Development Block Grant – Public Facilities (CDBG-PF) grant for a new community center at the Town of Holland annual town meeting on the evening of April 16.
- Attended and presented a draft of a revised site plan and design review ordinance to the Village of Allouez Planning Commission on the evening of April 22.
- Met with the Brown County Housing Authority staff, Wisconsin Department of Administration – Division of Housing staff, and Neighborworks Green Bay staff to discuss administration of the Brown County Housing Revolving Loan Fund on the mornings of April 15 and 17.
- Attended the Fox-Wisconsin Heritage Parkway Board meeting in Oshkosh on April 18.
- Received a confirmation letter from the Wisconsin Coastal Management Program regarding a \$30,000 grant award to update the Land Use and Natural/Cultural Resources Chapter of the Brown County Comprehensive Plan in 2014.

- Completed the position description questionnaire and updated the job description for the Principal Planner – County position.
- Assisted 53 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls during April.
- Prepared the quarterly report for the EPA Brownfield Assessment Grant.
- Received site-specific eligibility approval from the WDNR and EPA to utilize the EPA Brownfield Assessment Grant – Petroleum funding on the former Green Bay Engine Core property in the Village of Howard.
- Coordinated with AECOM, WDNR, and the Village of Howard regarding the sampling and analysis plan requirements.
- Met with Village of Suamico staff on April 3 to discuss the timeline for the Village of Suamico Comprehensive Plan Update.
- Served as the alternative Brown County representative on the Village of Bellevue Joint Review Board for the approval of the TID at 172/CTH GV on April 4.
- Printed out two display-sized road maps for the Town of Rockland.
- Coordinated with the PALS Administrative Coordinator to print the Eaton Comprehensive Plan Update.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of seven new certified survey maps (CSMs). Completed review of six CSMs.
- Completed review of one subdivision plat pre-submittal consultation, two preliminary subdivision plats, and one final subdivision plat.
- Completed review of three CSM reviews and one preliminary subdivision plat for the Cities of Green Bay and De Pere.
- Responded to eight public Water Quality Letter requests.
- Began or completed three environmentally sensitive area (ESA) amendments.
- Review of smaller ESA related issues and inquiries to develop solutions for the following communities: Town of Ledgeview, Town of Scott, Village of Ashwaubenon, Village of Bellevue, Village of Howard, and City of Green Bay among other smaller projects.
- A Village of Ashwaubenon ESA amendment to allow fill to be placed within a steep slope in exchange for mitigated wetland within outlot 2 of the proposed Woods Edge Subdivision. The placement of fill was suggested by the WDNR in order to preserve an area of wetland. Confirmation of water quality was overseen by the WDNR, while the establishment of any mitigated wetland was overseen by Brown County Planning Commission staff. The ESA amendment was reviewed by BCPC staff on March 24.
- A Village of Suamico ESA plan correction to update wetland setback lines in order to allow residential development on Lot 10 of the JessicaBrooke Estates Subdivision. The plan correction was reviewed by BCPC staff on March 26 (after the March staff activities were written).
- Review of smaller ESA and SSA related issues and inquiries to develop solutions for smaller projects.
- Continued the organization and development of an update to the sewer service area portion of the Brown County Sewage Plan. This is a major project and a significant amount of work is underway as a specific amount of grant funding must be spent during the remainder of calendar year 2013.
- Completed the Brown County MS4 Permit Annual Report and submitted the document to the Wisconsin Department of Natural Resources after the document was received and placed on file by the Brown County Planning Commission Board of Directors.

- Attended the Brown County Planning Commission Board of Directors meeting on April 3.
- Attended NEWSC full consortium meeting in Grand Chute on April 22.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Continued work on the *2014-2018 Transit Development Plan (TDP) for the Green Bay Metro System*.
 - Held third TDP work group meeting on April 24.
 - Continued writing draft chapters.
- Finished writing and published the *2012 Green Bay Metro Annual Route Review and Analysis Report*. All of Metro's full service fixed routes, limited service routes, paratransit program, and other issues were examined.
- Worked with the Wisconsin Department of Transportation and Door-Tran, Inc. staff in preparation of *Major Amendment #2 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Prepared public participation materials.
- Began preparations for the development of the *2014-2019 Transportation Improvement Program (TIP) of the Green Bay Urbanized Area*. The Federal Highway Administration (FHWA) is recommending that all TIPs include a sixth year of projects; previously FTA required five. Converted all project application request and collection functions from hard copy format to electronic.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Began filling out the position description questionnaire for the Planner I position at the request of the Human Resources Department. This will be included in the county's Wage Comparability Study.
- Collected data for the EIS project. Also updated the mailing list for the EIS project.
- Participated in the April 10 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low-income populations, the elderly, and persons with disabilities. Emphasis is placed on coordination and funding.
- Participated in the Green Bay Transit Commission meeting on April 17. Presented Route Review report.
- Attended the Brown County Planning Commission Board of Directors meeting the evening of April 3. Recorded and wrote the minutes.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Coordinated and held a Land Information Council meeting.
- Continued training and rebuilding of GIS applications following the data migration from the old system to the new one (10.1).

- Met with staff from various departments and software vendor Esri over the course of three days to plan for future GIS implementations.
- Met with staff from the Land and Water Conservation Department to go over GIS needs.
- Began developing a future GIS implementation strategy based on needs identified in meetings.
- Assisted Public Safety and the Town of Lawrence with an addressing issue.
- Met with neighboring counties to discuss future aerial photography plans.
- Assisted NEW Water with maps for the Lower Fox River TMDL.
- Assisted the US Census Bureau with addressing and roads data.
- Continued discussions with the state Land Information Officers Network (LION) regarding legislative proposals.
- Continued working with Information Services and the software vendors on various computer issues.
- Continued to assist with the Business Park web mapping system.
- Provided GIS data and other services to WireData, Harding Septic, Graef Engineering, BIA, CoreLogic, many of the local municipalities, and others.
- Continued training the GIS Technician.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Brown County Research and Technology Park
 - Continued working on the 3D conceptual model using a combination of GIS, AutoCAD, and SketchUP. The final elements are being finalized and included as information is made available.
- Set up Arc GIS Online account
 - Created a trails map for the trial version of Arc GIS Online.
- Prepared the paperwork (request to fill a position and position description) for the summer intern position.
- Completed the position description questionnaire for the county's Wage Comparability Study.
- Created a map for the Village of Allouez. The map included the East River Trail and parkway, restrooms, mile markers, and local streets.
- Began working with WisDOT to obtain the deficient bridge list for the county for analysis and performance measurement.
 - Built a new field in our bridge layer in GIS to join the state data to our bridge data set making future data gathering and information sharing easier.
- Reviewed the Live54218 Partners report.
- Made updates to the Green Bay Metro Route Guide and individual route maps for bus route changes.
- Made updates to the Brown County Planning web pages.
 - Updated document links.
 - Updated text.
 - Updated links to other sites that have changed.
- Participated in the regular staff meetings held every other Thursday morning.
- Met with Village of Allouez on April 2 to discuss the creation of a trail map.
- Attended ESRI training on April 17 and April 18 to become familiarized with Arc GIS Online.

The recent major planning activities of Jeremy Du Chateau, GIS Technician:

- Met with staff from various departments and software vendor Esri over the course of three days to plan for future GIS implementations.
- Met with staff from the Land and Water Conservation Department to go over GIS needs.
- Worked with Zoning division staff to assess mobile GIS application needs.
- Assisted Steve Dart, Town of Humboldt Chairman, with maps for town hall display.
- Assisted Public Safety and the Town of Lawrence with an addressing issue.
- Assisted NEW Water with maps for the Lower Fox River TMDL.
- Assisted District Attorney's Office with maps for criminal trial.
- Assisted Village of Suamico with GIS data questions.
- Updated County Transportation layer with road name changes in multiple communities.
- Continued to assist with the business park web mapping system.
- Continued to look to process improvements within county GIS enterprise system.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, December 10, 2012
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown*	<u>X</u>	Sandy Popp	<u> </u>
Brandon Cooper	<u> </u>	Cole Runge	<u>X</u>
Pat Finder-Stone	<u> </u>	Mary Schlautman	<u>X</u>
Chris Hasselbacher	<u>X</u>	Julie Tetzlaff	<u>X</u>
Kathy Hillary	<u> </u>	Derek Weyer	<u>Exc</u>
George Jackson	<u>X</u>	Tina Whetung	<u>X</u>
Debbie Johnson	<u>X</u>	John Withbroe	<u> </u>
Patty Kiewiz	<u>X</u>	Vacant – BC Exec.	<u> </u>
Byia Martin	<u> </u>	Vacant – BC Board	<u> </u>
Barbara Natelle	<u> </u>	Vacant – BC Human Svcs	<u> </u>

OTHERS PRESENT: Devon Christianson, Lisa J. Conard, Essie Fels, *Denise Misovec for Diana Brown, and Tom Wittig.

C. Runge called the meeting to order at 10:00 a.m.

ORDER OF BUSINESS

1. Approval of the September 10, 2012, Transportation Coordinating Committee meeting minutes.

A motion was made by M. Schlautman, seconded by P. Kiewiz, to approve the September 10, 2012, Transportation Coordinating Committee meeting minutes. Motion carried.

2. Review and approval of Brown County's Section 85.21 Specialized Transportation Assistance Application for FY 2013.

M. Schlautman provided an overview of the application. Brown County will receive \$509,466 in state assistance (Section 85.21) to provide specialized transportation services to the elderly and persons with disabilities. A total of \$101,893 in local funds has been included in the budget as the required match.

The Aging & Disability Resource Center (ADRC) is planning to continue to contract with existing partners in 2013. The ADRC application includes an increase to the Rural Driver Escort Program. Lack of transportation in rural areas was a major finding in ADRC public listening sessions.

M. Schlautman stated that the Red Cross will be partnering with Brown County Human Services to provide one wheelchair accessible vehicle for transportation of clients.

L. Conard asked if the vehicle will replace the van Brown County Human Services purchased several years ago for the same purpose.

M. Schlautman stated that the county intends to keep the existing vehicle and continue to use it; however, it is near the end of its life cycle and will not be replaced when it is no longer feasible to use.

C. Runge stated that the Brown County TCC is required by state law to endorse the county's annual 85.21 grant application before it can be submitted for state approval.

A motion was made by T. Whetung, seconded by D. Johnson, to endorse Brown County's Section 85.21 Specialized Transportation Assistance Application for FY 2013. Motion carried.

C. Runge stated he will prepare and send a letter to the state on behalf of the TCC that endorses Brown County's FY 2013 85.21 application. (A copy of the letter is attached to the minutes.)

3. Discussion concerning the termination of LogistiCare's contract with the Wisconsin Department of Health Services.

C. Runge stated that LogistiCare, the private-for-profit company that is currently under contract to coordinate non-emergency medical transportation trips, recently announced that it will be terminating the contract, as allowed, in 90 days (the last day being February 17, 2013). The Wisconsin Department of Health Services (DHS) announced that a new Request for Proposals (RFP) for Medicaid transportation service brokerage will be issued.

C. Runge stated that LogistiCare claimed, and the DHS acknowledged, that the data given at the time of the first RFP's release was flawed. Since the time when the contract was awarded, there have been many documented problems with LogistiCare's services.

Advocates for those with disabilities attending a recent meeting in Stevens Point, including Sandy Popp, have formed a Non-Emergency Medical Transportation (NEMT) Alliance. The Alliance is hoping to have input on the new RFP document.

C. Runge noted that there appear to be two large companies in the country that specialize in medical transportation brokerage. C. Runge stated that it is expected that LogistiCare will prepare and submit a new proposal.

L. Conard suggested that there may be two reasons why LogistiCare issued a notice to terminate. First, LogistiCare was losing money providing this service to the contracted area (the majority of Wisconsin) and then more recently took on the Milwaukee area and experienced similar issues. Secondly, State Senators and Assembly Representatives were calling for an audit of LogistiCare. If an audit were to occur, it would likely confirm many of the service problems that had been reported.

C. Runge stated that it will be important that the new RFP be developed in cooperation with people who work closely with NEMT clients and that oversight of the program be an independent entity, not an ombudsman employed by LogistiCare.

All agreed.

L. Conard stated there is a tight timeline for the project. LogistiCare will continue to provide service through February 17, 2013. The state will need to work fast in order to have a provider in place on February 18, 2013.

C. Runge stated the NEMT Alliance was planning a "Legislative Action Day" on December 19. Alliance members hope to address these issues with State Senators and Assembly Representatives.

4. Discussion concerning Green Bay Metro's fares.

A. Paratransit

P. Kiewiz outlined the previous, current, and approved 2013 paratransit fare system:

Paratransit Fares

Date	Standard Fare	Agency Fare
January 1, 2012 – September 30, 2012	\$3.00	n/a
October 1, 2012 – December 31, 2012	\$3.00	\$4.50
January 1, 2013 -	\$3.00	\$7.00

C. Runge asked if Metro is currently considering future fare modifications.

P. Kiewiz stated that Metro may increase the agency fare in the future. However, Metro staff is encouraged that the Wisconsin Legislature may rescind a 10% cut in the 2013 public transportation budget and Metro will not have to increase fares in 2014.

M. Schlautman asked, in addition to Brown County Human Services, what other services fall under "agency fares"?

P. Kiewiz stated that nursing homes are considered "agency" as well. Green Bay Metro staff is currently working on a policy that will allow the collection of an agency fare for nursing home residents since nursing homes collect federal dollars to purchase transportation for their clients.

D. Misovec stated that N.E.W. Curative works with a veterans program that includes federal funding for transportation. These are also agency trips.

L. Conard noted that Metro was not allowed to charge an agency fare until a new ADA law went into effect in late 2009 (49 CFR Part 37.131. (c) (4)). ADA now allows Metro to charge a fare higher than the maximum of twice the fixed route adult cash rate.

P. Kiewiz agreed and stated Metro did not implement the agency fare until 2012. She also mentioned that other Wisconsin transit systems implemented higher agency fares before Metro implemented its agency fare.

B. Fixed Route Bus Service

P. Kiewiz stated that effective January 2, 2013, Metro is eliminating all paper transfers. Passengers needing to transfer to another bus will need to pay an additional fare or may purchase an unlimited day pass for \$3.00. In addition, the Student 30-day pass will increase from \$19.00 to \$20.00 on July 31. The Adult and Reduced 30-day passes will remain at current rates.

5. Round robin discussion about paratransit service.

J. Tetzlaff stated that service provided by MV Transportation is going well and asked for a clarification regarding a particular client scenario: A client determines day-of-appointment if he is well enough to go to the CP Center. If he is not able to go, it is not considered a no-show as long as the trip is cancelled one-hour prior to the scheduled pick-up time.

P. Kiewiz confirmed that this is correct.

C. Hasselbacher stated that MV is doing a good job but noted there are still inconsistencies in pick-up/drop-off locations. One of the customer service representatives at the MV office has been difficult to deal with. However, Tammy at the MV office continues to provide excellent service. C. Hasselbacher asked for clarification regarding expired certifications.

P. Kiewiz stated that three months prior to expiration, Metro sends out a renewal notice. The notice allows customers to request new application materials, which are then mailed to the client at no charge. The three month time frame allows the client to complete forms. If a client does not renew and their certification expires, they are removed from the MV system and they will not be able to schedule a trip. P. Kiewiz stated that she and Essie Fels will work with a client to maintain certification.

P. Kiewiz noted that many of the applications she receives are incomplete. It is necessary for the client to have the health care provider fill out the entire form to avoid any unnecessary delays in certifications/recertifications.

M. Schlautman asked how long a client is approved.

P. Kiewiz stated typically three years, but it could be less if the disability is considered temporary.

C. Hasselbacher noted that one client is picked up at an agency and the client's home is not very far away, but the drivers take an indirect route to the home which causes the trip to be longer than necessary.

G. Jackson stated this could happen, but it should not happen often. ADA law states the ride needs to be 60 minutes or less.

C. Hasselbacher asked if staff provides fixed route bus training.

P. Kiewiz stated yes. If the potential client is uncomfortable boarding and alighting at the transitway, staff can arrange for private training in the garage. Metro provides the client with several complimentary rides. Metro staff is often available to accompany riders, and staff has accompanied many first-time riders. Metro staff also makes available Mobility Training IDs. Anyone who would like to help train a potential rider can ride along for free by picking up the ID at the Metro Center.

P. Kiewiz reminded the committee that a Trip Planning application is available online.

C. Hasselbacher stated that 80% of Brown County Human Services' clients do not learn by going online.

P. Kiewiz agreed.

D. Christianson asked how the new ticket system is working.

P. Kiewiz stated it is working very well. Clients and caregivers are adapting and very few issues have occurred.

The consensus of the committee members is that MV Transportation is providing good service.

6. Other matters.

Metro Transit Director Tom Wittig announced that Metro will be hosting a "Coffee with the Director" on Saturday, December 22 from 10:00 a.m. to 11:00 a.m. Everyone is invited and questions and comments are encouraged.

The TCC's 2013 meeting dates are as follows:

Monday, March 11
Monday, June 10
Monday, September 9
Monday, December 9

The meetings will be held at:

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

7. Adjourn.

C. Runge closed the meeting at 10:45 a.m.

PLANNING COMMISSION

Brown County

305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning



CHUCK LAMINE, AICP

PLANNING DIRECTOR

December 10, 2012

Devon Christianson, Director
Brown County Aging and Disability Resource Center
300 South Adams Street
Green Bay, WI 54301

Dear Devon:

On December 10, 2012, the Brown County Transportation Coordinating Committee (TCC) endorsed the Brown County Aging and Disability Resource Center's application for FY 2013 Section 85.21 funds.

In addition to being consistent with Brown County's current Coordinated Public Transit – Human Services Transportation Plan, this project will help the TCC's member agencies achieve their mission of providing affordable and convenient transportation services to the county's elderly and disabled residents.

Please contact me at (920) 448-6480 with questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Cole Runge".

Cole Runge, Chairperson
Brown County Transportation Coordinating Committee

CR:sh

cc: Mary Schlautman, ADRC Information and Assistance Program Team Lead
Lisa Conard, Brown County Transportation Planner





**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: June 19th - 2013

Agenda No. : _____

Motion from the Floor

I make the following motion: To Have B-C Highway
Review their Administration Charges to Local
Municipalities and Report to Planning - Development
and Transportation Committee for Review

Signed: Matt Dettling

District No.: 13

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

Brown County

Register of Deeds

Budget Status Report

4/30/2013

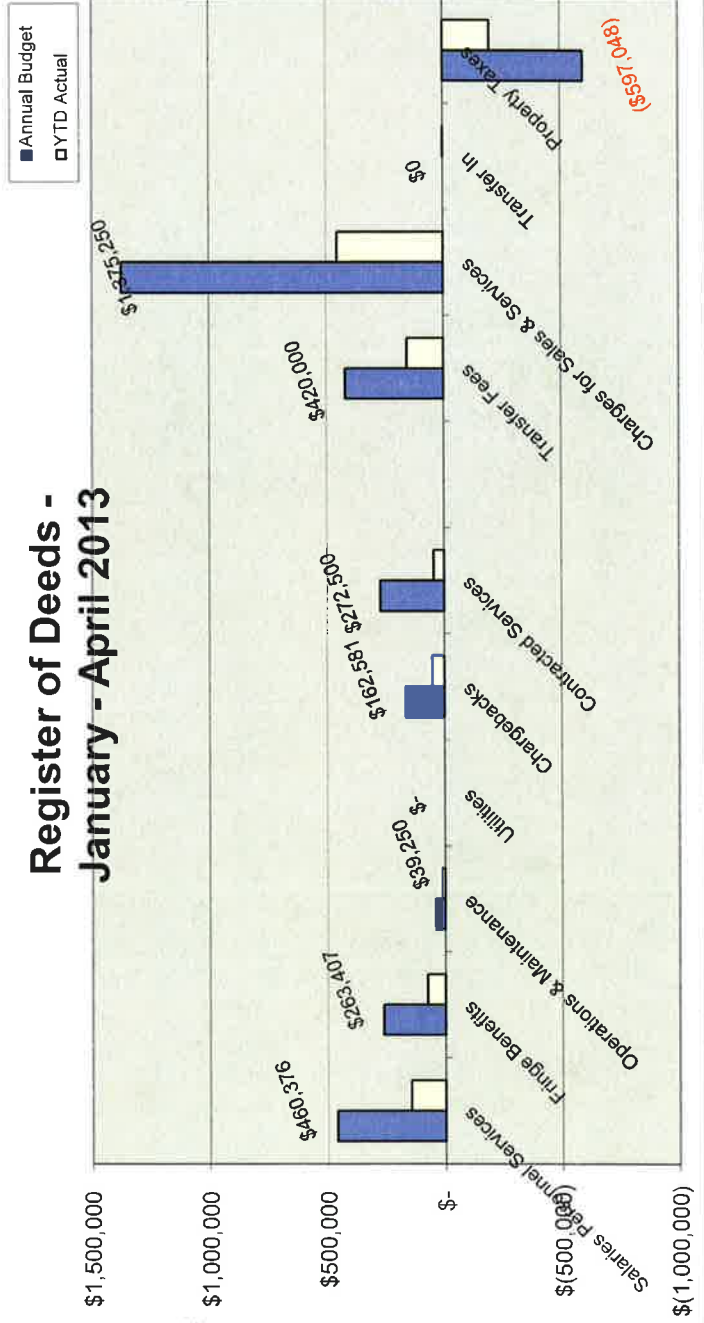
	Annual Budget	YTD Actual	Prior Year YTD
Salaries Personnel Services	\$ 460,376	\$ 146,204	
Fringe Benefits	\$ 263,407	\$ 75,008	
Operations & Maintenance	\$ 39,250	\$ 13,467	
Utilities	\$ -	\$ -	
Chargebacks	\$ 162,581	\$ 52,721	
Contracted Services	\$ 272,500	\$ 45,273	
Transfer Fees	\$ 420,000	\$ 156,494	116,159
Charges for Sales & Services	\$ 1,375,250	\$ 453,285	429,622
Transfer In	\$ 0	\$ 1,229	
Property Taxes	(\$597,048)	(\$199,016)	-175,979

HIGHLIGHTS:

Cost categories are within budget.

Revenue received in excess of expenses is returned to the General Fund. The revenue is dependent on the housing market, which has seen a steady increase since 3rd quarter 2012. Transfer fees currently higher than projected. YTD fees higher than prior year YTD.

Register of Deeds -
January - April 2013



PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

CHUCK LAMINE, AICP

PLANNING DIRECTOR

MEMORANDUM

DATE: June 18, 2013
TO: Planning, Development & Transportation Committee
FROM: Chuck Lamine, Planning Director 
RE: Cardinal Capital Management Inc. Veterans Housing Project

Attached is a media release from the Wisconsin Housing and Economic Development Authority (WHEDA) announcing a special round of low-income housing tax credits to fund projects that address the housing needs of Wisconsin veterans. Brown County Planning and Land Services staff is working with Cardinal Capital Management Inc. to prepare an application for these tax credits. The proposed veterans housing project matches the program expectations with strong economic development or redevelopment attributes with significant community support and a tangible impact on job creation, job retention, or job training for veterans. The application deadline is July 30, 2013, and WHEDA intends to make an award in September 2013.

CL:lw

Attachments

cc: Troy Streckenbach, Brown County Executive





we do so you can.

**WISCONSIN HOUSING AND
ECONOMIC DEVELOPMENT AUTHORITY**

MEDIA RELEASE

For Immediate Release: May 21, 2013

Contact: Kevin Fischer, WHEDA, 414-227-2295 or 608-354-3580

**WHEDA and WDVA announce special round of Low-Income Housing Tax Credits
*Tax credits will fund project that addresses needs of Wisconsin Veterans***

MADISON – The Wisconsin Housing and Economic Development Authority (WHEDA) and the Wisconsin Department of Veterans Affairs (WDVA) have announced the creation of a Special Round of Low-Income Housing Tax Credits (LIHTCs), part of which will fund a Veterans High Impact Project.

In addition to designating \$850,000 in tax credits for an impactful affordable housing project under the High Impact Project Reserve (HIPR) program, WHEDA has set aside \$600,000 for a Veterans High Impact Project (HIP) Credit to fund a project that specifically addresses housing, employment and/or counseling needs of Veterans.

“WHEDA is proud to provide tax credits that will lead to a development of significant benefit to our Veterans,” said WHEDA Executive Director Wyman Winston. “When Governor Walker announced that 2012 was *The Year of the Veteran* in Wisconsin, he envisioned a refocusing of efforts to connect Veterans to available programs and services. WHEDA will award tax credits to a developer and project that strongly supports our outstanding Veterans who have served honorably and courageously.”

“These tax credits will no doubt help our state’s Veterans and will help maintain Wisconsin’s reputation as the most progressive state for Veterans benefits, programs and services,” WDVA Secretary John Scocos said. “I look forward to seeing a project that helps to meet the needs - such as affordable housing and employment assistance - of the men and women who have served our country.”

WHEDA will be holding two information sessions about the Low-Income Housing Tax Credit HIPR program:

Milwaukee-Wednesday, May 22, 2013

1:30 PM to 3:00 PM

Zilber School of Public Health - UW Milwaukee, Room 590

1240 N. 10th Street

Milwaukee, WI

- more -



we do so you can.

Date: May 15, 2013

To: LIHTC Development Community

From: Wyman Winston, Executive Director

Re: Modification #2 of 2013-14 Qualified Allocation Plan
Veterans High Impact Project Award - Special Round

WHEDA has modified the Qualified Allocation Plan to make credit available for a Veterans High Impact Project.

In addition to the High Impact Project Reserve of Seven percent (~\$850,000) of the State housing per-capita Credit previously announced, WHEDA will also make available up to \$600,000 of per-capita Credit to fund a project which has "high impact characteristics" AND which addresses housing, employment and/or counseling needs specifically for Veterans.

The attached Modification #2 to the 2013-14 QAP explains the changes.

Thank you for supporting Wisconsin affordable housing.

Wyman Winston
Executive Director

WHEDA
Modification #2 to the 2013-14 LIHTC Qualified Allocation Plan ("QAP")
Veterans High Impact Project

Modification #2: The following language is added to the end of QAP Section I. A. 6. High Impact Project Reserve, as modified by QAP Modification #1 issued on December 7, 2012.

Veterans High Impact Project Award. Up to \$600,000. WHEDA has set aside Seven percent (~\$850,000) of the State housing per-capita Credit for the High Impact Project Reserve ("HIPR"), as described above. WHEDA will also make available up to \$600,000 of per-capita Credit to fund a Veterans High Impact Project ("Veterans HIP") which meets the requirements for the High Impact Project AND which addresses housing, employment and/or counseling needs specifically for Veterans.

Last year, Governor Walker proclaimed 2012 "The Year of the Veteran" and recognized that there are more than 400,000 Vets living in Wisconsin today. WHEDA intends to award Credit to a project that specifically supports those who have served and sacrificed so much.

An application may be submitted for either HIPR Credit or Veterans HIP Credit, but not for both.

An application for Veterans HIP Credit is allowed to score points in WHEDA LIHTC Scoring Category 18 "Employment Centers and High Need Areas" if they satisfy the scoring category criteria.

An application for Veterans HIP Credit must meet all the requirements and timelines for HIPR Credit, plus the application must include:

1. A statement in a cover letter that the application is for Veterans HIP Credit; and
2. In addition to all other HIPR scoring materials, materials which describe any proposed partnerships, funding, support, or programs which will address affordable housing for Veterans and their need for employment, employment training, and/or counseling. Applicants may score 0 to 20 points (in addition to HIPR scoring) based on clarity, proposed programs, partner strength and commitments specifically designed to meet the needs of Veterans.

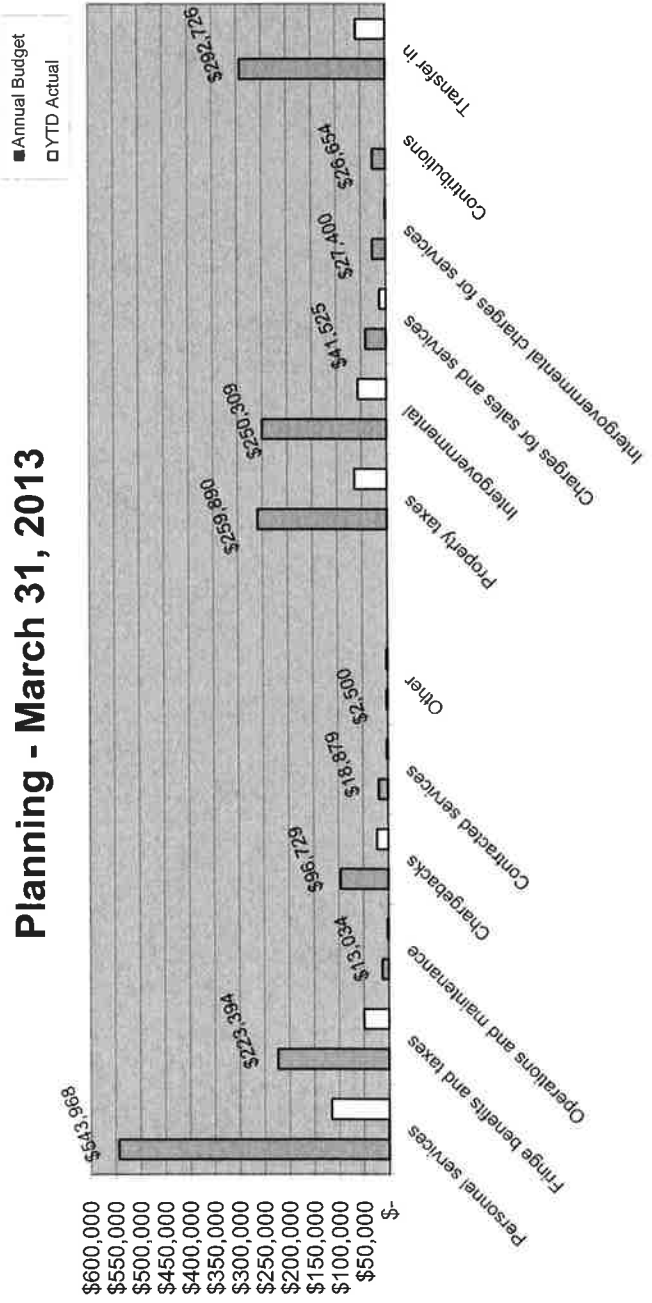
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 543,968	\$ 115,937	21.31%
Fringe benefits and taxes	\$ 223,394	\$ 49,902	22.34%
Operations and maintenance	\$ 13,034	\$ 1,839	14.11%
Chargebacks	\$ 96,729	\$ 22,857	23.63%
Contracted services	\$ 18,879	\$ 2,415	12.79%
Other	\$ 2,500	\$ 2,500	100.00%
Property taxes	\$ 259,890	\$ 64,973	25.00%
Intergovernmental	\$ 250,309	\$ 56,982	22.76%
Charges for sales and services	\$ 41,525	\$ 12,738	30.68%
Intergovernmental charges for services	\$ 27,400	\$ 1,252	4.57%
Contributions	\$ 26,654	\$ -	0.00%
Transfer in	\$ 292,726	\$ 58,845	20.10%

HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

Planning - March 31, 2013



Brown County
Planning
Budget Status Report

4/30/2013

	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 543,968	\$ 154,913	28.48%
Fringe benefits and taxes	\$ 223,394	\$ 67,952	30.42%
Operations and maintenance	\$ 13,034	\$ 3,607	27.67%
Chargebacks	\$ 96,729	\$ 31,684	32.76%
Contracted services	\$ 18,879	\$ 3,335	17.67%
Other	\$ 2,500	\$ 2,500	100.00%
Property taxes	\$ 259,890	\$ 86,630	33.33%
Intergovernmental	\$ 250,309	\$ 73,327	29.29%
Charges for sales and services	\$ 41,525	\$ 17,002	40.94%
Intergovernmental charges for services	\$ 27,400	\$ 2,658	9.70%
Contributions	\$ 26,654	\$ -	0.00%
Charges to county departments	\$ -	\$ 120	NA
Transfer in	\$ 292,726	\$ 70,902	24.22%

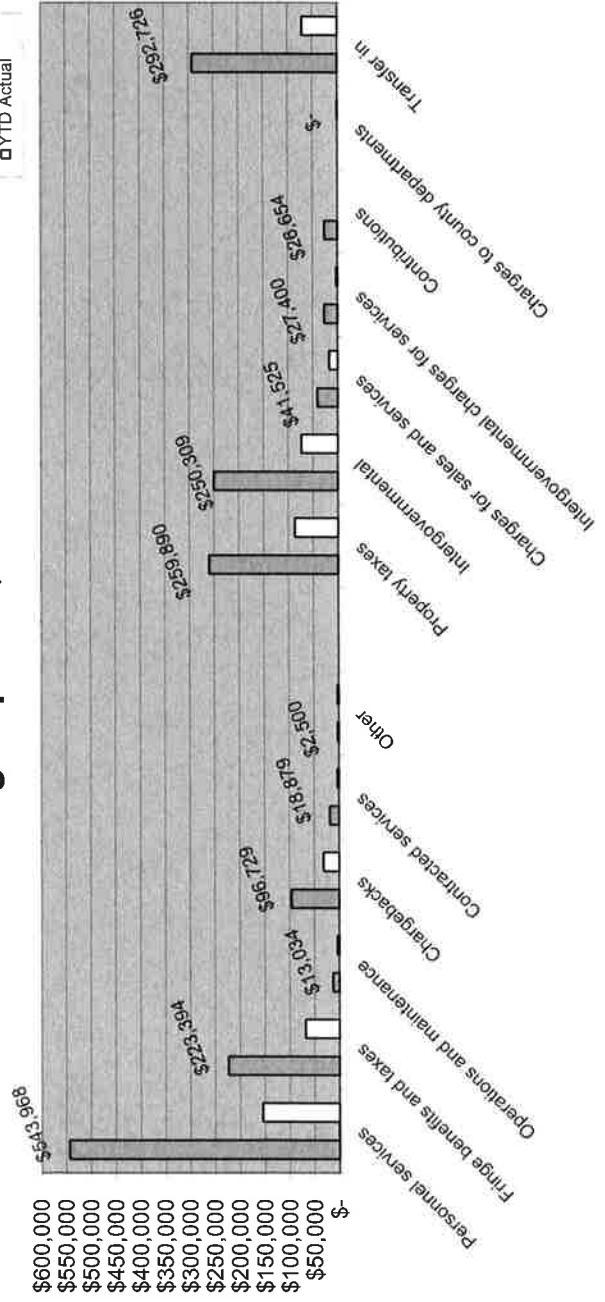
HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

Planning - April 30, 2013

■ Annual Budget
□ YTD Actual



Brown County
Property Listing
Budget Status Report
3/31/2013

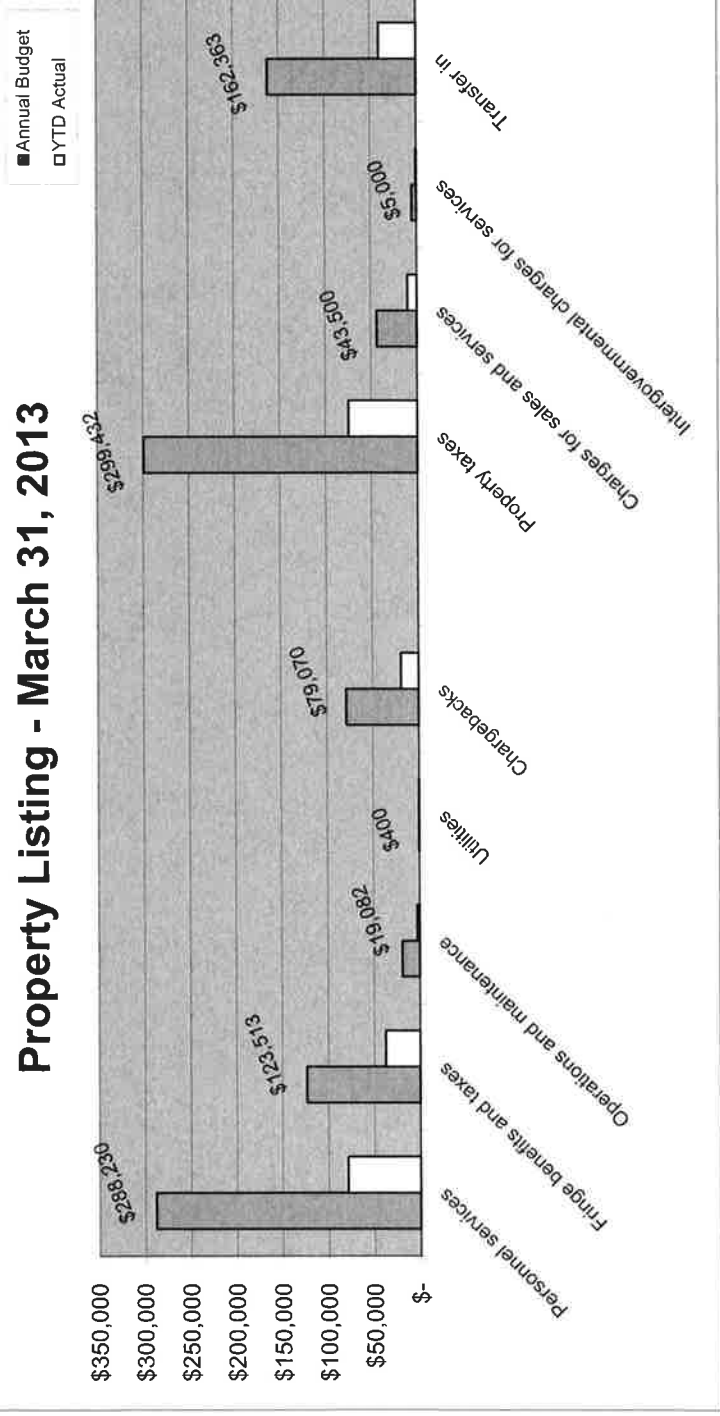
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 288,230	\$ 79,222	27.49%
Fringe benefits and taxes	\$ 123,513	\$ 37,694	30.52%
Operations and maintenance	\$ 19,082	\$ 3,083	16.16%
Utilities	\$ 400	\$ 58	14.50%
Chargebacks	\$ 79,070	\$ 19,113	24.17%
Property taxes	\$ 299,432	\$ 74,858	25.00%
Charges for sales and services	\$ 43,500	\$ 9,910	22.78%
Intergovernmental charges for services	\$ 5,000	\$ 700	14.00%
Transfer in	\$ 162,363	\$ 40,591	25.00%

HIGHLIGHTS:

Expenditures: All expenditures are within anticipated levels.

Revenues: All revenues are progressing as anticipated.

Property Listing - March 31, 2013



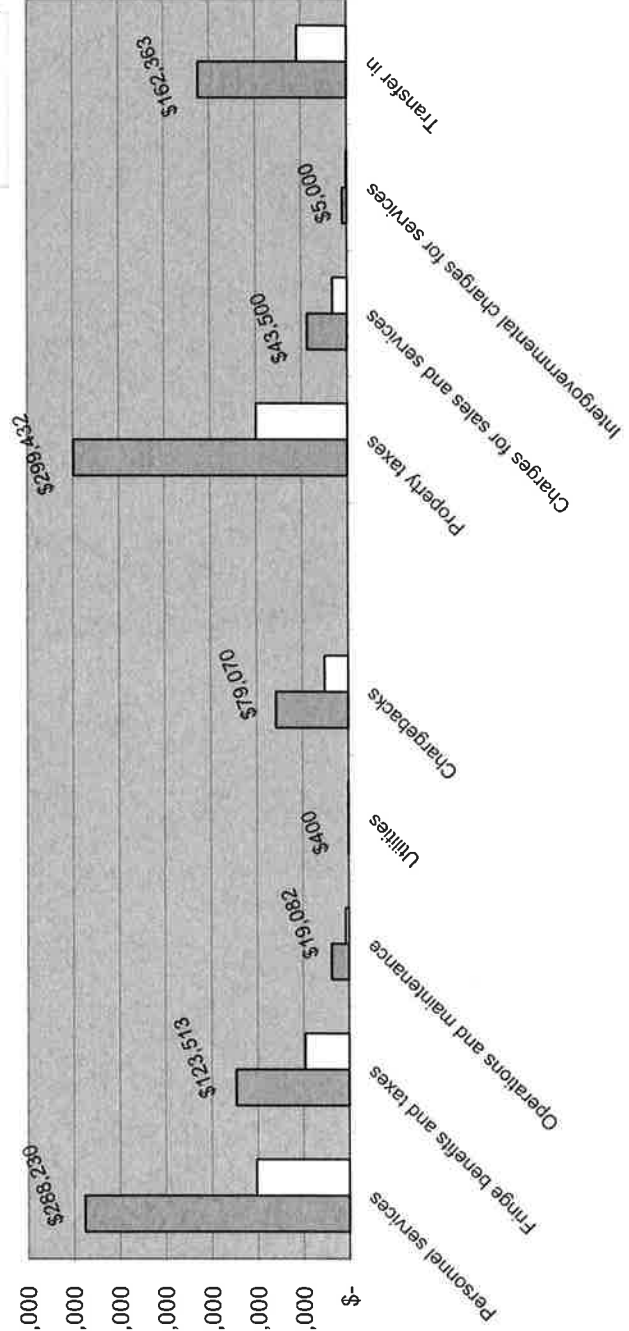
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 288,230	\$ 101,689	35.28%
Fringe benefits and taxes	\$ 123,513	\$ 48,097	38.94%
Operations and maintenance	\$ 19,082	\$ 3,548	18.59%
Utilities	\$ 400	\$ 73	18.25%
Chargebacks	\$ 79,070	\$ 25,662	32.45%
Property taxes	\$ 299,432	\$ 99,811	33.33%
Charges for sales and services	\$ 43,500	\$ 16,023	36.83%
Intergovernmental charges for services	\$ 5,000	\$ 700	14.00%
Transfer in	\$ 162,363	\$ 54,121	33.33%

HIGHLIGHTS:

Expenditures: All expenditures are within anticipated levels.

Revenues: All revenues are progressing as anticipated.

Property Listing - April 30, 2013



Brown County

Zoning

Budget Status Report

3/31/2013

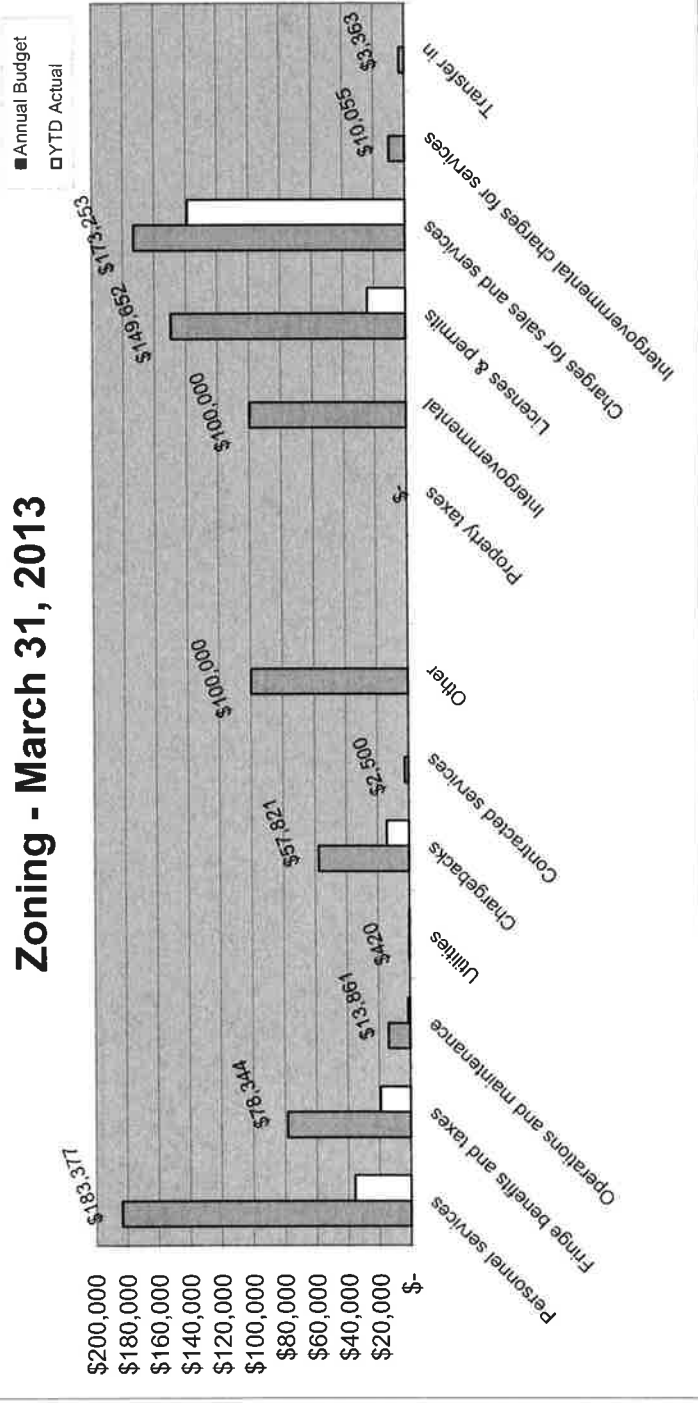
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 183,377	\$ 35,899	19.58%
Fringe benefits and taxes	\$ 78,344	\$ 19,025	24.28%
Operations and maintenance	\$ 13,861	\$ 1,192	8.60%
Utilities	\$ 420	\$ 28	6.67%
Chargebacks	\$ 57,821	\$ 14,057	24.31%
Contracted services	\$ 2,500	\$ -	0.00%
Other	\$ 100,000	\$ -	0.00%
Property taxes	\$ -	\$ -	N/A
Intergovernmental	\$ 100,000	\$ -	0.00%
Licenses & permits	\$ 149,652	\$ 24,395	16.30%
Charges for sales and services	\$ 173,253	\$ 138,865	80.15%
Intergovernmental charges for services	\$ 10,055	\$ -	0.00%
Transfer in	\$ 3,363	\$ -	0.00%

HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: Permits and public charges are progressing at our anticipated rate.

Zoning - March 31, 2013



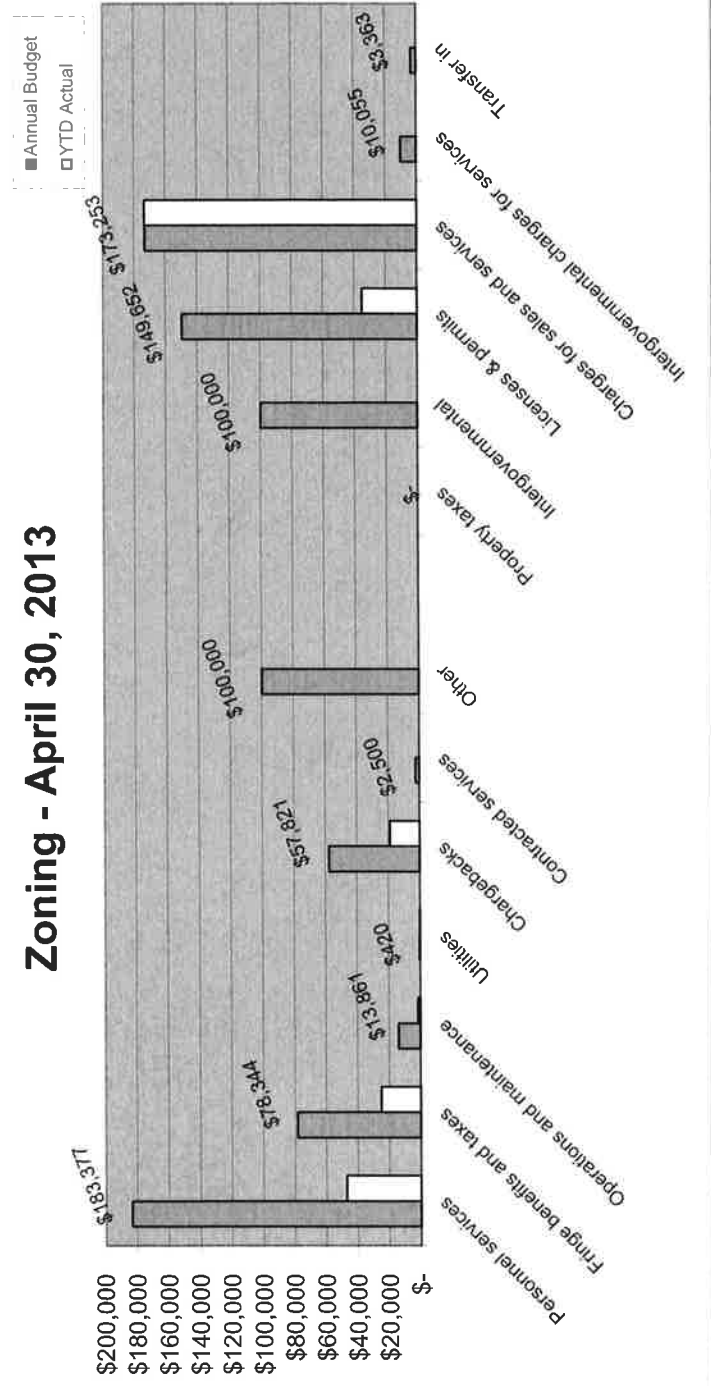
	Annual Budget	YTD Actual	Percentage
Personnel services	\$ 183,377	\$ 47,085	25.68%
Fringe benefits and taxes	\$ 78,344	\$ 24,964	31.86%
Operations and maintenance	\$ 13,861	\$ 1,567	11.31%
Utilities	\$ 420	\$ 37	8.81%
Chargebacks	\$ 57,821	\$ 18,795	32.51%
Contracted services	\$ 2,500	-	0.00%
Other	\$ 100,000	-	0.00%
Property taxes	\$ -	-	N/A
Intergovernmental	\$ 100,000	-	0.00%
Licenses & permits	\$ 149,652	\$ 35,006	23.39%
Charges for sales and services	\$ 173,253	\$ 173,422	100.10%
Intergovernmental charges for services	\$ 10,055	-	0.00%
Transfer in	\$ 3,363	-	0.00%

HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: Permits and public charges are progressing at our anticipated rate.

Zoning - April 30, 2013



**Brown County
Airport
Budget Status Report
May-13**

	Annual Budget	YTD Budget	YTD Actual
Personnel	\$1,418,392	\$590,997	\$547,716
Fringe Benefits	\$578,268	\$240,945	\$220,922
Employee Costs	\$3,562	\$1,484	\$942
Operations & Maintenance	\$1,250,095	\$520,873	\$435,518
Insurance	\$47,125	\$19,635	\$14,696
Utilities	\$807,883	\$336,618	\$396,096
Chargebacks	\$262,473	\$109,364	\$104,352
Contracted Services	\$1,832,898	\$763,708	\$716,638
Debt Retirement	\$789,593	\$328,997	\$345,638
Depreciation	\$5,483,225	\$2,284,677	\$2,035,233
Outlay- Disposition of Fixed Assets	\$0	\$0	-\$2,404
Intergovernmental - PFC's	\$1,142,365	\$475,985	\$369,587
Charges for Sales & Services	\$5,809,632	\$2,420,680	\$2,346,556
Miscellaneous Revenue	\$18,081	\$7,534	\$7,483
Rent	\$373,560	\$155,650	\$148,295
Contributions	\$0	\$0	\$0
Capital Contributions	\$4,650,289	\$1,937,620	\$420,934
Interest	\$20,000	\$8,333	\$10,552
Transfer in Wages	\$0	\$0	\$0

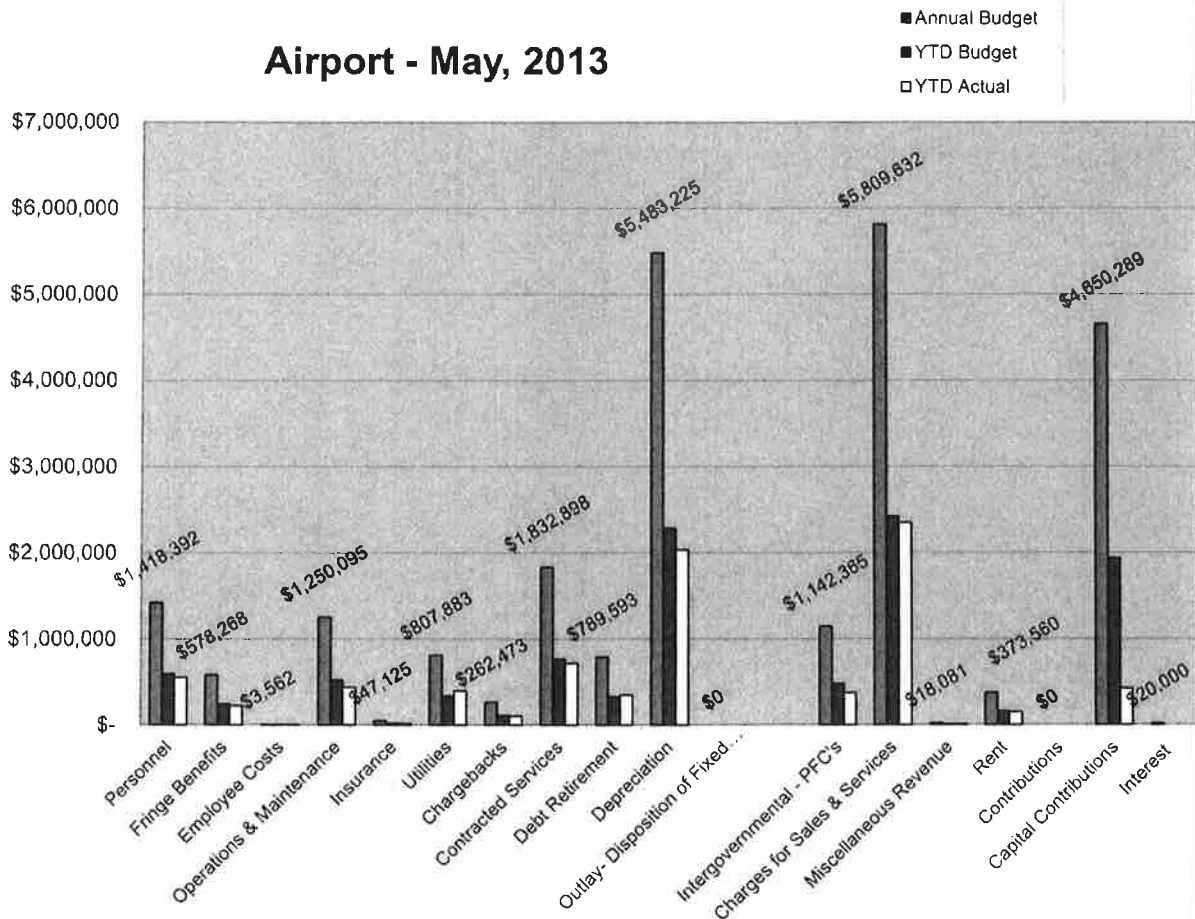
HIGHLIGHTS

All expense categories, with the exception of utilities continues to run at or below the budgeted amount through May. The Storm Water Tax, collected by Hobart and Ashwaubenon will likely show us over budget in that particular category for the balance of the year.

Anticipated revenue is running close to budget, except for Capital Contributions. That account may lag throughout the year, as Capital Projects will be limited in 2013.

Thru May	Pax On	% (+/-)
2013	115,877	-1.2%
2012	117303	

Airport - May, 2013



July 17, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION REGARDING REORGANIZATION
OF THE PORT AND SOLID WASTE DEPARTMENT**

WHEREAS, the Human Resources Department received a request from the Director of Port and Solid Waste to review the department's structure; and

WHEREAS, the current Port and Solid Waste table of organization includes 1.00 FTE Director of Port and Solid Waste, 1.00 FTE Port Manager (currently vacant), 2.00 FTE Facility Manager, 2.00 FTE Solid Waste Technician, 1.00 Account Clerk I, 1.90 FTE Scale Operator, 3.00 FTE Household Hazardous Waste Facility Aide, 0.58 FTE Clerk/Typist II, 1.00 FTE Co-op Student/Student Intern; and

WHEREAS, the Human Resources Department in conjunction with the Director of Port and Solid Waste conducted a thorough evaluation of the structure and needs of the department and the duties of the positions (study attached); and

WHEREAS, the current structure is inflexible and creates a silo mentality instead of teamwork. Operations have become more complex which requires more teamwork; and

WHEREAS, revised position descriptions and a structure designed for anticipated growth will allow for both employee development and increased strategic business development; and

WHEREAS, the title "Solid Waste" should be changed to "Resource Recovery" to better reflect the department's current activities, updated technology, current focus and strategic intent; and

WHEREAS, Human Resources in conjunction with the Director of Port and Solid Waste recommend the following changes to the Port and Solid Waste table of organization: Delete (1.00) FTE Port Manager, delete (2.00) FTE Facility Managers, delete (1.90) FTE Scale Operators, delete (3.00) Household Hazardous Waste Aids, delete (1.00) FTE Account Clerk I; and

WHEREAS, it is further recommended the following positions be added to the Port and Solid Waste table of organization: Add 1.00 FTE Business Development Manager, add 1.00 FTE Operations Manager, add 5.00 FTE Resource Recovery Associates, add 1.00 FTE Account Clerk II, add 0.42 FTE Clerk/Typist II; and

WHEREAS, it is further recommended the following positions be maintained in the Classification and Compensation Plan as follows: Business Development Manager, Pay Grade 22; Operations Manager, Pay Grade 23; Resource Recovery Associate, Pay Grade 9; and

WHEREAS, the title of Solid Waste Technician should be changed to Resource Recovery Technician; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Port and Solid Waste Department table of organization be changed deleting (1.00) FTE Port Manager, (2.00) FTE Facility Managers, (1.90) FTE Scale Operators, (3.00) Household Hazardous Waste Aids, and (1.00) FTE Account Clerk I; and

BE IT FURTHER RESOLVED, the following positions be added to the Port and Solid Waste table of organization: 1.00 FTE Business Development Manager, 1.00 FTE Operations Manager, 5.00 FTE Resource Recovery Associates, 1.00 FTE Account Clerk II, and 0.42 FTE Clerk/Typist II; and

BE IT FURTHER RESOLVED, the following positions be maintained in the Classification and Compensation Plan: Business Development Manager, Pay Grade 22; Operations Manager, Pay Grade 23; Resource Recovery Associate, Pay Grade 9; and

BE IT FURTHER RESOLVED, the title of Solid Waste Technician be changed to Resource Recovery Technician; and

BE IT FURTHER RESOLVED, the department be renamed Port and Resource Recovery and the Director's title be changed to Director of Port and Resource Recovery.

Partial Budget Impact (09/01/13 – 12/31/13):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Port Manager	(1.00)	Deletion	\$(22,124)	\$(6,496)	\$(28,620)
Facility Manager					
Pay Grade 19, Step 2	(1.00)	Deletion	\$(18,748)	\$(6,327)	\$(25,075)
Facility Manager					
Pay Grade 19, Step 1	(1.00)	Deletion	\$(18,207)	\$(6,301)	\$(24,508)
Scale Operator	(1.00)	Deletion	\$(11,918)	\$(5,988)	\$(17,906)
Scale Operator	(0.50)	Deletion	\$(5,959)	\$(2,994)	\$(8,953)
Scale Operator	(0.40)	Deletion	\$(4,490)	\$(2,381)	\$(6,871)
Household Hazardous Waste Aide	(3.00)	Deletion	\$(31,922)	\$(17,772)	\$(49,694)
Account Clerk I	(1.00)	Deletion	\$(12,175)	\$(6,001)	\$(18,176)
Business Development Manager					
Pay Grade 22, Step 3	1.00	Addition	\$ 22,233	\$ 6,501	\$ 28,734
Operations Manager					
Pay Grade 23, Step 3	1.00	Addition	\$ 23,199	\$ 6,549	\$ 29,748
Resource Recovery Associate					
Pay Grade 9, Step 6	1.00	Addition	\$ 12,168	\$ 6,000	\$ 18,168
Resource Recovery Associate					
Pay Grade 9, Step 5	0.50	Addition	\$ 5,911	\$ 2,991	\$ 8,902
Resource Recovery Associate					
Pay Grade 9, Step 4	3.50	Addition	\$ 40,186	\$ 20,881	\$ 61,067
Account Clerk II	1.00	Addition	\$ 13,125	\$ 6,048	\$ 19,173
Clerk/Typist II	0.42	Addition	\$ 4,738	\$ 2,501	\$ 7,239
Partial Budget Impact			\$(3,983)	\$(2,789)	\$(6,772)

Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Port Manager	(1.00)	Deletion	\$(66,373)	\$(26,096)	\$(92,469)
Facility Manager					
Pay Grade 19, Step 2	(1.00)	Deletion	\$(56,243)	\$(24,582)	\$(80,825)
Facility Manager					
Pay Grade 19, Step 1	(1.00)	Deletion	\$(54,621)	\$(24,341)	\$(78,962)
Scale Operator	(1.00)	Deletion	\$(35,755)	\$(21,524)	\$(57,279)
Scale Operator	(0.50)	Deletion	\$(17,878)	\$(10,762)	\$(28,640)
Scale Operator	(0.40)	Deletion	\$(13,470)	\$(8,485)	\$(21,955)
Household Hazardous Waste Aide	(3.00)	Deletion	\$(95,766)	\$(62,852)	\$(158,618)
Account Clerk I	(1.00)	Deletion	\$(36,525)	\$(21,638)	\$(58,163)
Business Development Manager					
Pay Grade 22, Step 3	1.00	Addition	\$ 66,700	\$ 26,144	\$ 92,844
Operations Manager					
Pay Grade 23, Step 3	1.00	Addition	\$ 69,597	\$ 26,577	\$ 96,174
Resource Recovery Associate					
Pay Grade 9, Step 6	1.00	Addition	\$ 36,504	\$ 21,635	\$ 58,139
Resource Recovery Associate					
Pay Grade 9, Step 5	0.50	Addition	\$ 17,732	\$ 10,739	\$ 28,471
Resource Recovery Associate					
Pay Grade 9, Step 4	3.50	Addition	\$ 120,558	\$ 74,646	\$ 195,204
Account Clerk II	1.00	Addition	\$ 39,374	\$ 22,064	\$ 61,438
Clerk/Typist II	0.42	Addition	\$ 14,214	\$ 8,919	\$ 23,133
Annualized Budget Impact			\$(11,952)	\$(9,556)	\$(21,508)

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, County Executive

Date Signed: _____

Authored by: Human Resources

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Position (number in parenthesis indicates pay grade)	Position Change	Admin	Hourly Rate	Standard Hours	Total FT Salary	Total Salary	FICA @ 7.35%	Retirement Credit 0% (excludes)	Health Ins Adjs @ \$14,983	Dental Ins Adjs @ \$1200	Life Ins @ 0.2%	Total Fringe Benefits	Total Cost
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Annual Impact

Port Manager	(1.00)	Admin	31.91	2,080	66,373	66,373	(4,878)	-	(14,983)	(1,200)	(133)	(26,096)	(92,469)
Facility Manager (PG19 - ST2)	(1.00)	Admin	27.04	2,080	56,243	56,243	(4,134)	-	(14,983)	(1,200)	(112)	(24,582)	(80,825)
Facility Manager (PG19 - ST1)	(1.00)	Admin	26.26	2,080	54,621	54,621	(4,015)	-	(14,983)	(1,200)	(109)	(24,341)	(78,962)
Scale Operator	(1.00)		17.19	2,080	35,755	35,755	(2,628)	-	(14,983)	(1,200)	(72)	(21,524)	(57,279)
Scale Operator	(0.50)		17.19	2,080	35,755	35,755	(1,314)	-	(7,492)	(600)	(36)	(10,762)	(28,640)
Scale Operator	(0.40)		16.19	2,080	33,675	33,675	(990)	-	(5,993)	(480)	(27)	(8,485)	(21,955)
H/H Hazardous Waste Aide	(3.00)		16.37	1,950	31,922	31,922	(7,039)	-	(44,949)	(3,600)	(192)	(62,852)	(158,618)
Account Clerk I	(1.00)		17.56	2,080	36,525	36,525	(2,685)	-	(14,983)	(1,200)	(73)	(21,638)	(58,163)
Bus Devel Manager (PG22 - ST3)	1.00	Admin	32.07	2,080	66,700	66,700	4,902	-	14,983	1,200	133	26,144	92,844
Operations Mngr (PG23 - ST3)	1.00	Admin	33.46	2,080	69,597	69,597	5,115	-	14,983	1,200	139	26,577	96,174
Resource Recovery Associate (PG9 - ST6)	1.00	Admin	17.55	2,080	36,504	36,504	2,683	-	14,983	1,200	73	21,635	58,139
Resource Recovery Associate (PG9 - ST5)	0.50	Admin	17.05	2,080	35,484	17,732	1,303	-	7,492	600	35	10,739	28,471
Resource Recovery Associate (PG9 - ST4)	3.50	Admin	16.56	2,080	34,445	120,558	8,861	-	52,441	4,200	241	74,646	195,204
Account Clerk II	1.00		18.93	2,080	39,374	39,374	2,894	-	14,983	1,200	79	22,064	61,438
Clerk Typist II (increase)	0.42		16.27	2,080	33,842	14,214	1,045	-	6,293	504	28	8,919	23,133

(11,952)

(9,556)

(21,508)

Partial Year Impact

09/01/13 - 12/31/13

Port Manager	(1.00)	Admin	31.91	2,080	66,373	22,124	(1,626)	-	(14,983)	(1,200)	(44)	(6,496)	(28,620)
Facility Manager (PG19 - ST2)	(1.00)	Admin	27.04	2,080	56,243	(18,748)	(1,378)	-	(14,983)	(1,200)	(37)	(6,327)	(25,075)
Facility Manager (PG19 - ST1)	(1.00)	Admin	26.26	2,080	54,621	(18,207)	(1,338)	-	(14,983)	(1,200)	(36)	(6,301)	(24,308)
Scale Operator	(1.00)		17.19	2,080	35,755	(11,918)	(876)	-	(14,983)	(1,200)	(24)	(5,988)	(17,906)
Scale Operator	(0.50)		17.19	2,080	35,755	(5,959)	(438)	-	(7,492)	(600)	(12)	(2,994)	(8,953)
Scale Operator	(0.40)		16.19	2,080	33,675	(4,490)	(330)	-	(5,993)	(480)	(9)	(2,381)	(6,871)
H/H Hazardous Waste Aide	(3.00)		16.37	1,950	31,922	(31,922)	(2,346)	-	(44,949)	(3,600)	(64)	(17,772)	(49,694)
Account Clerk I	(1.00)		17.56	2,080	36,525	(12,175)	(895)	-	(14,983)	(1,200)	(24)	(6,001)	(18,176)
Bus Devel Manager (PG22 - ST3)	1.00	Admin	32.07	2,080	66,700	22,233	1,634	-	14,983	1,200	44	6,501	28,734
Operations Mngr (PG23 - ST3)	1.00	Admin	33.46	2,080	69,597	23,199	1,705	-	14,983	1,200	46	6,549	29,748
Resource Recovery Associate (PG9 - ST6)	1.00	Admin	17.55	2,080	36,504	12,168	894	-	14,983	1,200	24	6,000	18,168
Resource Recovery Associate (PG9 - ST5)	0.50	Admin	17.05	2,080	35,464	5,911	434	-	7,492	600	12	2,991	8,902
Resource Recovery Associate (PG9 - ST4)	3.50	Admin	16.56	2,080	34,445	40,186	2,954	-	52,441	4,200	80	20,881	61,067
Account Clerk II	1.00		18.93	2,080	39,374	13,125	965	-	14,983	1,200	26	6,048	19,172
Clerk Typist II (increase)	0.42		16.27	2,080	33,842	4,738	348	-	6,293	504	9	2,501	7,239

(3,984)

(2,788)

(6,772)

0.31486

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: RESOURCE RECOVERY ASSOCIATE

DEPARTMENT: PORT AND RESOURCE MANAGEMENT

REPORTS TO: PORT AND RESOURCE MANAGEMENT DIRECTOR

JOB SUMMARY:

Team member duties are varied based on assignments may include any or all of the following; Responsible for the daily operations, recordkeeping and monthly balances associated with the scale at Solid Waste Transfer Station. Day-to-day operations of the Household Hazardous Waste facility; unloads waste from vehicles; performs basic laboratory analysis on wastes; processes, categorizes, bulks and treats wastes; completes forms and keeps records on personal computer. Consolidates recyclables at the Materials Recycling Facility (MRF) Tipping Floor using heavy equipment and loading recyclables into transfer truck trailers. Assist with gas landfill gas monitoring, leachate recirculation, pumps and jetting, along with other activities at both the east and west landfills. Educating the public regarding department programs. Grounds and facility maintenance

ESSENTIAL DUTIES:

Records data on a personal computer.

Monitors incoming and/or outgoing loads.

Opens and closes scale operations daily.

Performs credit card transactions and receives payments by check.

Answers the telephone and responds to requests for information.

Performs general maintenance and does minor repairs on the scale and in the scale house.

Performs general tasks at the Household Hazardous waste facility, not associated with hazardous waste, such as waste collection, paint bulking, material sorting, cleaning and upkeep of buildings, equipment and grounds.

Unloads household hazardous wastes from vehicles; verifies to ensure that waste is acceptable for the facility; diverts wastes by cart to processing area. Performs similar functions at Clean Sweeps.

Consolidates recyclables and loads recyclables into transfer truck trailers.

Accepts and disperses items for product exchange room; ensures proper waivers are completed.

Categorizes, treats, packs and bulks wastes.

Drives department pickup truck, front-end loader and forklift, pushcarts, dollies etc.

Files records and forms; performs data entry functions and tracks wastes on computer spreadsheet.

Performs basic laboratory tests to characterize wastes.

Accepts cash payments for various transactions and deposits them in a cash register.

Moves barrels, boxes etc. for waste packing. Moves packed wastes to area for contractor pickup.

Uses and maintains personal protective equipment.

Assists in public education regarding department programs.

Communicates with participants of the program; instructs public in usage of the facility.

Assists in coordinating facility staff workload.

Collects litter and blown recyclables from the Solid Waste and Recycling Transfer Stations and adjoining properties.

Coordinate and oversee maintenance and cleanliness of vehicle fleet and off road vehicles and equipment.

Assist as needed in maintenance at both the east and south landfill leachate and gas collection systems.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment.

Computer

Truck and off-road vehicles

Paint can opener & crusher

Colorimeter testing meter

Other basic laboratory testing apparatus

Scale software

ph meter

Forklift

Aerosol can decanter

Other related equipment

Front-end Loader

License and Certifications:

Valid Wisconsin Driver's License

Ability to pass certification for OSHA 40-hour HAZWOPER training within six months.

Knowledge, Skills and Abilities:

Knowledge of basic chemistry and laboratory procedures.

Knowledge of and ability to utilize a computer and the required scale related software.

Ability to perform full data entry at a rate of 50 net keystrokes per minute.

Ability to learn and perform standard procedures required for scale operations.

Ability to perform basic chemistry/laboratory testing on wastes.

Ability to communicate effectively both orally and in writing.

Ability to create reports and maintain records.

Ability to drive department trucks, front-end loader, ATV and forklift.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work independently.

Ability to perform general maintenance and repairs to the scale and the scale house.

Ability to work the required hours of the position.

Knowledge of basic arithmetic.

Knowledge of simple bookkeeping.

Knowledge of general office procedures and filing methods.

PHYSICAL DEMANDS:

Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, pushing and pulling, and operating controls.

Frequent bending, reaching and grappling; occasional twisting.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Driving and operating truck, front-end loaders, ATV and forklifts.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration, atmospheric conditions, flammable chemicals, chemical fumes, dust and hazards in the work environment.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 5/24/13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNT CLERK II

REPORTS TO: DIRECTOR OF PORT & SOLID WASTE

DEPARTMENT: PORT & SOLID WASTE

JOB SUMMARY:

Performs varied and increasingly responsible bookkeeping, basic accounting, reporting, and related duties involving the maintaining and reconciliation of records and processing documents related to financial transactions, calling for independent judgment, initiative and specialized knowledge in carrying out established procedures or applying laws and regulations; performs related functions as assigned.

ESSENTIAL DUTIES:

Performs bookkeeping and clerical duties necessary in maintaining and reconciling of records and processing documents related to financial transactions.

Balances accounts, monthly collection reports and fund accounts; reconciles reports; performs related verifications; and prepares related vouchers; advises individuals of transactions as necessary.

Prepares, verifies, enters and/or requests required transactions related to invoices, local municipalities, local companies and other entities as necessary.

Performs bookkeeping and basic accounting functions; reconciles various general ledger accounts and reports.

Verifies, tabulates, and records invoices, checks, vouchers, orders, receipts and other financial material.

Maintains proper records. Prepares necessary paperwork for annual filings.

Coordinates and maintains systems.

Balances Accounts collected at Department. Prepares and mails vouchers.

Prepares monthly payments.

Prints and prepares payroll information for Payroll.

Prepares annual inventory.

Assists with the preparation of the annual reporting.

Processes general receipts.

Receives and accounts for monies handled; balances cash drawers and maintains daily receipts for various

payments/transactions; locates and corrects balancing errors; reconciles daily cash control report; performs related tasks.

Compiles data and makes various reports.

Performs receptionist and/or counter duties answering inquiries regarding departmental policies and regulations, or refers inquiries to the proper official or department. Processes various types of customer transactions and performs various follow-up duties as required.

Works with the Information Services Department in implementing programs for computerized procedures for the department in which employed.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate degree in accounting, plus one year bookkeeping experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None

Knowledge, Skills and Abilities:

Knowledge of general office procedures.

Knowledge of bookkeeping and basic accounting practices.

Knowledge of basic data processing techniques and procedures.

Knowledge and ability to use a computer and the required software, including spreadsheet and word processing applications.

Skill in providing good customer service.

Ability to operate a variety of standard office equipment.

Ability to perform full data entry functions at a rate of 80 net keystrokes per minute.

Ability to make fairly complex arithmetic computations.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to communicate effectively both orally and in writing.

Ability to learn the specialized procedures of the department in which employed.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 06/04/13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: OPERATIONS MANAGER – PORT AND RESOURCE MANAGEMENT

REPORTS TO: DIRECTOR OF PORT AND RESOURCE MANAGEMENT

DEPARTMENT: PORT AND RESOURCE MANAGEMENT

BARGAINING UNIT: ADMINISTRATIVE

JOB SUMMARY:

Manages projects/programs in the Port and Resource Management areas. Manages operations and contracts associated with the Waste Transfer Station, the Recycling Transfer Station, the Household Hazardous Waste Facility, the Recycling Program, the East Landfill Gas-To-Energy Facility, Bay Port, Renard Isle and the Cat Islands Contained Disposal Facilities. Coordinates related engineering, construction and environmental monitoring projects; plans long term solid waste handling goals and strategies; represents the County relative to adopted policies.

Make adjustment and recommendations to optimize scheduling, maximize service and quality, and to achieve customer satisfaction, productivity, schedule adherence and economic goals. Plans, directs and supervises the operations of the department operations and general maintenance of facilities. Work is performed under the direction of the Director.

ESSENTIAL DUTIES:

Plans organizes, assigns and directs the work activities of subordinate staff regarding the operations of all Department operations and facilities.

Enacts contingency plans as needed; identifies potential problems, troubleshoots, escalates issues to management, and participates in post-project analysis of problems providing input for future process improvements.

Keeps Director promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action which may be taken

Plans, develops and enforces policies and procedures for all operations to ensure smooth efficient daily operations.

Assists in the evaluation and selection of equipment; oversees maintenance and monitors environmental data and plans activities to comply with state and federal regulations for all facilities.

Coordinates operations of facilities with county municipalities; builds and maintains effective working relationships with the same.

Successfully manage all contracts and agreements with local/state/federal governments, businesses and

institutions.

Plans, analyzes and supervises projects for renovation and remodeling; reads and interprets blueprints and specifications.

Estimates and requisitions replacement parts, supplies and equipment; develops specifications and bid proposals; follows purchase order requirements and procedures in coordination with the Purchasing Office.

Acquires and schedules outside contractors to service technical equipment and satisfy code regulations; maintains proper service inspections and reports

Develops and ensures adherence to facility safety plans and procedures.

Assists in the evaluation and selection of County employees or contractors.

Supervises engineering consultants and construction contractors during planning, siting, design and construction of port, solid waste, recycling, household hazardous waste and related projects.

Coordinate special waste and dredge material disposal applications

Assists the Director in preparation of the annual budget.

Ability to act in the absence of the Director

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Landfill gas blowers and flares, Gas-to-energy generators
All-terrain vehicles
Front-end loader
Forklift
Gas and flow meters
Computer
General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Physical Science, Engineering or Earth Sciences, Business Administration, Public Administration or a related field plus two (2) years of experience in operations management, solid waste management; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License
Landfill Facility Manager Certification (to be obtained within 6 months)

OSHA Hazwoper 40 hr. Training Certification (to be obtained within 6 months)

Knowledge, Skills and Abilities:

Knowledge of the principles, practices, techniques and economics of solid waste, recycling, household hazardous waste or commercial port management.

Knowledge of engineering construction inspection, design and construction techniques.

General knowledge of State and federal solid waste, recycling or waterborne commerce regulations.

Knowledge of environmental chemistry (preferred but not required).

Knowledge of basic geology, biology, and physics (preferred).

Knowledge of analytical techniques (preferred).

Knowledge of general office procedures.

Knowledge of and ability to utilize a computer especially Excel and Word and other required software.

Ability to communicate effectively both orally and in writing.

Ability to work with minimal direction.

Ability to establish and achieve long-range goals and objectives and to plan, organize and work towards their implementation.

Ability to establish and maintain effective working relationships with officials, staff and the public.

Knowledge of budget preparation, administration and management.

Knowledge of strategic planning.

Strong skills and abilities regarding customer service.

Ability to organize, coordinate and manage people and resources.

Ability to work independently with a high level of expertise.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Intermittent standing, walking and sitting with occasional driving.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Withstanding temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration and hazards in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 5/24/13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: RESOURCE RECOVERY TECHNICIAN
REPORTS TO: PORT AND RESOURCE MANAGEMENT DIRECTOR
DEPARTMENT: PORT AND RESOURCE MANAGEMENT
BARGAINING UNIT: ADMINISTRATIVE

JOB SUMMARY:

Assists in developing, coordinating and implementing programs and projects in the general port, solid waste, recycling and household hazardous waste areas. Performs technical and field operations in the aforementioned areas and other related duties in all weather conditions..

ESSENTIAL DUTIES:

Assists in the operation and administration of programs.

Assists in safety and regulatory compliance of assigned operations and programs

Develops and ensures adherence to facility safety plans and procedures.

Coordinate HHW program activities including, budget adherence, scheduling, contract management, supplies, and inventory activities.

Oversee all long-term maintenance responsibilities for facilities and properties

Coordinates miscellaneous programs including waste tire collection, appliance salvaging, land and building leases, property management and landfill leachate line jetting activities.

Assists in public relations and education including conducting public presentations, performing tours, developing public education programs, writing and developing brochures, facts sheets and other educational literature.

Compiles and monitors data from various programs; produces spreadsheets as required.

Assists in the evaluation and selection of equipment; oversees maintenance and monitors environmental data and plans activities to comply with state and federal regulations for all facilities.

Acquires and schedules outside contractors to service technical equipment and satisfy code regulations; maintains proper service inspections and reports

Perform construction supervision duties

Maintain Department scale certifications

Coordinates landfill gas, water and leachate monitoring and management programs at each landfill site,

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the Materials Recycling Facility and the Bay Port Dredged Material Rehandling Facility and compiles data associated with this monitoring.

Assists in the writing of grants, including gathering and assembling information and producing the appropriate documents in the format required by the grant.

Maintain environmental compliance for all facilities.

Performs discharge sampling at the Bay Port Dredged Material Rehandling Facility perimeter and ambient air and gas collection well monitoring at the landfills.

Operates landfill gas-to-energy project, monitoring equipment, pumps and monitors the landfill gas system.

Maintains department equipment, including all vehicles, the all-terrain vehicle, the gas monitoring equipment, the leachate extraction equipment and the landfill gas collection pumps and flares.

Operates landfill leachate extraction system.

Inspects department construction projects.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer
Flow meter
Front-end loader,
Forklift
Pickup truck - stick shift and standard
All terrain vehicles and snowmobile
Gas monitoring equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Public Administration, Physical Resource Management, Solid Waste Management or Environmental Planning plus one year of experience or internship; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License
OSHA Hazwoper 40 hr. Training Certification (to be obtained within 6 months)

Knowledge, Skills and Abilities:

Knowledge of principles, practices and techniques of recycling, composting, incineration and landfilling.

Knowledge of basic equipment maintenance procedures.

Knowledge of and ability to utilize a computer and the required software.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff, the public, contractors, regulatory agencies and other levels of government.

Ability to maintain accurate and current records as required.

Ability to plan and schedule work according to priority.

Ability to effectively present information to the public.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 75 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Frequent standing; intermittent walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Withstanding outside temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration and hazards in the work environment.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 5/24/13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: BUSINESS DEVELOPMENT MANAGER – PORT AND RESOURCE MANAGEMENT

REPORTS TO: DIRECTOR OF PORT AND RESOURCE MANAGEMENT

DEPARTMENT: PORT AND RESOURCE MANAGEMENT

BARGAINING UNIT: ADMINISTRATIVE

JOB SUMMARY:

Grow the business enterprises of the Department through business development practices, networking, negotiation of contracts and agreements, economic development, grant writing, marketing, and public relations. Economically develop the Port of Green Bay and resource management programs for solid waste and recyclables.

Business activities include solid waste and recycling transfer stations and disposal, household hazardous waste, recycling markets, dredge material disposal and beneficial reuse, port activities and facilities. Explore emerging technologies to keep Department on the leading edge of its varied business enterprises.

ESSENTIAL DUTIES:

Plans organizes, assigns and directs the work activities of subordinate staff regarding financial records, payroll, equipment utilization, accounts payable, financial reporting, monthly billing, and reporting.

Manages information services technologies including all computer and website management needs for department. Coordinates all department computer software and hardware revisions, improvements and outlay projects.

Investigate and explore emerging technologies that may be economically and environmentally beneficial to Department business enterprises.

Assist Director in developing business strategies and annual business plans and annual reports.

Coordinates operations of new programs with county municipalities, private businesses and citizens; builds and maintains effective working relationships with the same.

Develops and manages public relations and education including conducting public presentations, performing tours, developing public education programs, writing and developing brochures, facts sheets and other educational literature.

Develop thorough business case evaluation for new programs; include cost estimates, return on investment, funding options, grant opportunities, technical as well as political feasibility of new programs.

Maintain working relationships with all customers, service providers and others through face-to-face meetings, special events, electronic communications, newsletters, website, etc.

Initiates and negotiates agreements with local governments, businesses and institutions.

Supervises engineering consultants contractors during planning, siting, design and construction of port, solid waste, recycling, household hazardous waste and related projects.

Represents Brown County and promotes county policies and procedures to the media and public; acts as a liaison to municipalities, businesses, citizens and other government agencies; speaks to citizens about solid waste issues; projects a positive and professional image of Brown County.

Assist Director in long-term planning efforts

Ability to act in the absence of the Director.

Assists the Director in preparation of the annual budget.

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Computer
General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Engineering, Business Administration, Public Administration or a related field plus two (2) years of experience in solid waste management. Economic development or port management; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License
Landfill Facility Manager Certification (to be obtained within 6 months)
OSHA Hazwoper 40 hr. Training Certification (to be obtained within 6 months)

Knowledge, Skills and Abilities:

Knowledge of general accounting, cost accounting, governmental accounting and budgeting practices and procedures.

Knowledge of computerized management information systems.

Knowledge of principles of budgeting and revenue enhancement.

Knowledge of billing, collections, and other financial functions.

Knowledge of modern office management, organization, policies, practices and procedures.

Knowledge of budget preparation, administration and management.

Knowledge of strategic planning.

Knowledge of fund raising principles and techniques.

Knowledge of the application and development of grants.

Ability to research emerging technologies and prepare business plans

Knowledge of and ability to utilize computers and automated library systems.

Strong skills and abilities regarding customer service.

Ability to compile and prioritize budget requests and to administer budgets.

Ability to prepare research reports and surveys.

Ability to organize, coordinate and manage people and resources.

Ability to communicate effectively both orally and in writing.

Ability to work independently with a high level of expertise.

Knowledge of the principles, practices, techniques and economics of solid waste, recycling, household hazardous waste or commercial port management.

General knowledge of State and federal solid waste, recycling or waterborne commerce regulations.

Knowledge of analytical techniques.

Knowledge of and ability to utilize a computer especially Excel and Word and other required software.

Ability to work with minimal direction.

Ability to establish and achieve long-range goals and objectives and to plan, organize and work towards their implementation.

Ability to establish and maintain effective working relationships with officials, staff and the public.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Intermittent standing, walking and sitting with occasional driving.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Withstanding temperature changes in the work environment.

Ability to tolerate exposure to cold, heat, noise, vibration and hazards in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

New: 5/24/13

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

TO: Lynn Vanden Langenberg

FROM: Tom Caldie, Human Resources Analyst

RE: Port and Solid Waste Reorganization

DATE: 6/4/13

I. Introduction:

- a. The Human Resources Department received a request from Dean Haen, Port and Solid Waste Director, to reorganize the Table of Organization for his department. His analysis shows that changes are needed for the following reasons:
 - i. The title "Solid Waste" needs to be updated to better reflect current activities, updated technology, current focus, and strategic intent.
 - ii. The present structure is inflexible. Departments are functional in nature, which was good in the beginning. However, operations have become more complex, which requires increased teamwork. The present structure creates a "silo" mentality instead of teamwork.
 - iii. New position descriptions and a structure designed for anticipated growth will allow for both employee development and increased strategic business development.
 - iv. Integration is needed both between departments and individual jobs.
 1. Cross-training and team-based decision making will become more necessary as business development increases.

II. Research Completed:

- a. Trends analyses by Dean Haen regarding port and solid resource recovery business development options.
- b. Meetings between Dean Haen, Port and Solid Waste Director, and Lynn Vanden Langenberg, Human Resources Manager, Tom Caldie HR Analyst and Tom Smith, Senior HR Analyst, in March and April of 2013 to discuss departmental, regional, and tri-county waste management trends and how they are affecting growth
- c. Analysis and grading of proposed Job Description Titles by Tom Caldie, reviewed by Senior Analyst and HR Manager.

III. Research Findings:

- a. Larger operations normally require a separation of operations, development, and finance functions.
- b. Managers need to focus on developing larger, growing departments which will eventually become divisions.
 - i. Divisions will allow managers to focus strategically on either business development or operations.
- c. Business development needs a dedicated position focusing on strategic growth.
- d. As resource recovery operations become larger and more complex, job descriptions become more complex.
- e. The number and type of financial transactions are both increasing.
- f. Employees need to be cross-trained. More flexible job titles at lower levels can create a “pool” of highly skilled associates. An apprentice-type curriculum tied to job description duties at each level within the job family would create opportunities for employee development and potential career advancement.

IV. Discussion:

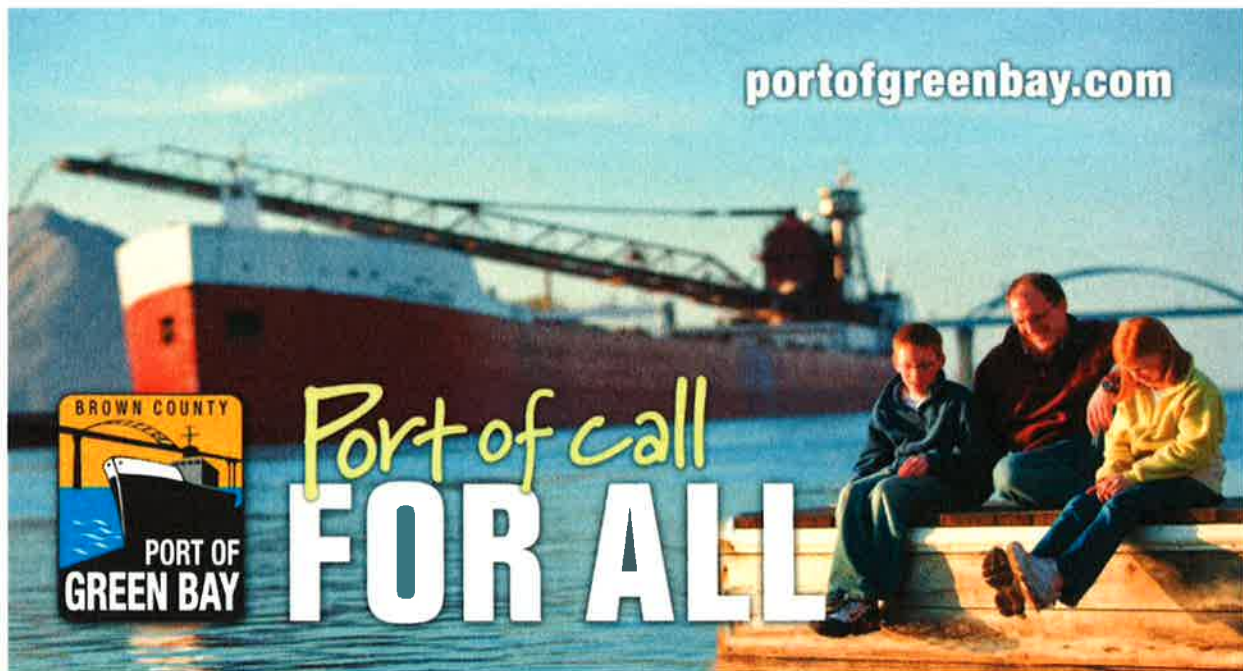
- a. The following changes have been recommended by the Director of Port and Solid Waste for the reasons above:
 - i. Department Name: From “Port and Solid Waste” to “Port and Resource Recovery.”
 - ii. Positions:
 - 1. From “Port and Solid Waste Director” to “Port and Resource Recovery Director.”
 - 2. From (2) “Facility Manager” positions to:
 - a. (1) “Business Development Manager” and
 - b. (1) “Operations Manager”
 - 3. From (2) “Solid Waste Technician” positions to:
 - a. (2) “Resource Recovery Technician”
 - 4. From (1.9) “Scale Operator” and (3) Hazardous Waste Aides, to:
 - a. (5.0) “Resource Recovery Associates”
 - 5. From (1) “Account Clerk I” to
 - a. (1) “Account Clerk II”
 - 6. From (.58) “Clerk Typist II” to
 - a. (1) “Clerk Typist II”
 - 7. From (1) “Co-op Student Intern” to
 - a. Unchanged

- V. Findings: Due to the Port Manager position being eliminated and duties combined with the Director of Port and Solid Waste position and distribution of work to other positions, budget impact for the last four months of 2013 and FY 2014 is negative.

BUDGET IMPACT (See attached spreadsheet)

2013 OPERATING PLAN

As Part of the 2010 Strategic Plan



1. Open Markets

Open markets to Northeast Wisconsin enterprises through cost-effective and environmentally-conscious transportation. Ideas include reaching beyond existing markets, new economic development initiatives, facilitate or collaborate with others including public and private organizations and educational institutions that provide knowledge and contacts to new markets.



Strategic Initiatives

- Establish an Economic Development subcommittee focused on creating resources for new port opportunities and integrating with regional economic development organizations.
- Develop collaborative relationships with key service providers (i.e., freight forwarders, shipper agents, etc.) focused on simplifying waterborne transportation for new shippers.
- Leverage our Foreign Trade Zone (FTZ) to create new import and export capabilities through the Port.
- Explore the viability of intermodal container capabilities at the Port and support development of service, if viable.
- Extend visibility of the Port of Green Bay through participation in targeted trade missions, conferences and similar forums.
- Develop Multi-modal transportation capabilities.
- Participate in Trade Missions.
- Research import and export commodity types and quantities in Wisconsin.

2012 Operating Objectives

1. Continue participating as an Executive Board Member of the Chamber of Commerce's Advance Economic Development and its Business Attraction Subcommittee to advance new port opportunities to support Northeast Wisconsin manufacturers.
Cost Estimate: \$500 Est. Actual Cost: \$0
Action: Executive Board Member of Advance and its Chamber of Commerce's Business Attraction Committee, as well as the Port and Rail Intermodal Committee.
2. Schedule six (6) meetings with key service providers.
Cost Estimate: \$2,500 Est. Actual Cost: \$0
Action: Deferred until completion of Department reorganization and the hiring of a Business Development Manager.
3. Consider participating in Trade Mission to South America or Europe.
Cost Estimate: \$7,500 Est. Actual Cost: \$0
Action: Deferred until completion of Department reorganization and the hiring of a Business Development Manager.
4. Advance Port and Rail Intermodal Facility.
Cost Estimate: \$1,000 Est. Actual Cost: \$0
Action: Port and Rail Committee formed. White paper written and effort underway to advance the reestablishment of a rail intermodal facility in Green Bay area.
5. Leverage FTZ by working with Wisconsin Economic Development Corporation.
Cost Estimate: \$0 Est. Actual Cost: \$2000
Action: Placed FTZ advertisements in regional and national publications.
6. Research Import and Export commodity types.
Cost Estimate: \$0 Est. Actual Cost: \$0
Action: Research conducted as part of the Business Attraction Committee.

2013 Operating Objectives

1. Continue participating as Executive Board Member of the Chamber of Commerce's Business Attraction Committee focused on new port opportunities to support Northeast Wisconsin manufacturers.
Cost Estimate: \$0
2. Schedule six (6) meetings with key service providers.
Cost Estimate: \$2,500
Specifically plan a trip to Chicago to meet with Calumet River Fleeting, Inc. and Internship Ship Agent representatives.
3. Consider participating in Trade Mission to South America or Europe.
Cost Estimate: \$7,500
4. Complete Port Opportunity Study as economic development tool utilizing Wisconsin Coastal Management Program grant funds.
Cost Estimate: \$25,000 (WI Coastal Mgt. Grant)
5. Leverage FTZ by working with Wisconsin Department of Commerce.
Cost Estimate: \$0
6. Make connections with businesses based on Import and Export commodity types research.
Cost Estimate: \$0
7. Advance Port and Rail Intermodal Facility.
Cost Estimate: \$0

2. Sustainable Economics

Sustainable economics are creative, market-based decisions that strengthen the economy while protecting the environment. These efforts discourage pollution and other economic side-effects while simultaneously helping to develop and support new markets and economic prosperity. Sustainable economics are based on moving toward “green” initiatives that are desired by public opinion and which may develop a market opportunity. This could include collaborating with environmental groups, recreational boaters and other groups to work cooperatively towards a greener, cleaner environment.



Strategic Initiatives

- Create Education/Certification program for Terminal Operators and key partners to understand the impact of their operations and freight movements (including emissions savings with their port movements).
- Consider participation in Green Marine and Marine Delivers.
- Develop marketing brochure/presentation focusing on environmental benefits of waterborne transportation and ports.
- Increase knowledge of the environmentally-friendly aspects of waterborne transportation through Harbor Commission statements, white papers, participation in Marine Delivers, and integration into Harbor Prosperity.
- Determine the carbon footprint and environmental impact of our Port administration/office and create reduction targets moving toward carbon neutrality.
- Explore participation in “Green Marine” and similar programs focused on environmental best practices.
- Develop outreach/collaborative program with local environmental groups.
- Explore green-certified best management practices initiative.
- Incorporate sustainability message into “Port of Call for All” program.

- Participate in the University of Wisconsin – Green Bay (UWGB) Environmental and Business Initiative.
- Research environmental benefits of waterborne shipping and provide related talking points/summary to commissioners.

2012 Operating Objectives

1. Consider joining Chamber of Maritime Commerce's Green Marine Program.
 Cost Estimate: \$2,000 Est. Actual Cost: \$0
 Action: Evaluated and determined not to join.
2. Create presentation of beneficial reuse of dredged material and sustainability of the Green Bay Harbor.
 Cost Estimate: \$250 Est. Actual Cost: \$1000
 Action: Created and presented presentation. Produced market research, prepared factsheet and marketing material for direct mailing to potential Wisconsin Department of Transportation (WDOT) contractors.
3. Publicly present to civic organizations sustainability message.
 Cost Estimate: \$0 Est. Actual Cost: \$250
 Action: Created webpage on sustainability and made two (2) to four (4) presentations.
4. Create a factsheet and a presentation on environmental benefits of waterborne shipping for commissioners.
 Cost Estimate: \$250 Est. Actual Cost: \$250
 Action: Created presentation on sustainability and poster-boards for exhibits.
5. Emphasis environmental advantages on website.
 Cost Estimate: \$0 Est. Actual Cost: \$250
 Action: Created webpage on sustainability.
6. Work with ENCAP to create commercially viable lawn products using dredged material.

Cost Estimate: \$250

Est. Actual Cost: \$250

Action: ENCAP interest waned as they struggled focusing on their core business.

7. Continue pursuing other beneficial reuse opportunities for dredged material.

Cost Estimate: \$2000

Est. Actual Cost: \$15,000

Action: Received Department of Natural Resources (DNR) approval for several different beneficial reuse applications for dredged material.

2013 Operating Objectives

1. Continue to advance beneficial reuse opportunities.

Cost Estimate: \$10,000

2. Publicly present to six (6) civic organizations.

Cost Estimate: \$0

3. Develop low water presentation and webpage.

Cost Estimate: \$500

3. Expand Markets and Revenues

Expand markets and revenues by looking for ways for the Port to generate new revenue streams while maintaining existing revenue streams. Expand markets that focus on economic health, sustainability and self-sufficiency. Revenue opportunities may include the foreign trade zone, land and building leases, beneficial reuse of dredge material, infrastructure, etc.



Strategic Initiatives

- Develop a business case and marketing plan focused on the beneficial reuse of dredged materials.
- Facilitate development of FTZ general and subzone activity which will generate additional revenues for the Port as the administrator of the FTZ.
- Develop and lease the back eight (8) acres of the Bylsby property upon completion of the necessary mitigation process.
- Explore potential for creation of a possible Wetland Mitigation Bank associated with the Cat Island Chain Restoration Project.
- Identify target property for acquisition linked to new business opportunities created through our economic development initiatives.
- Identify target property for the acquisition of property associated with expansion of dredged material disposal capacity including Bay Port CDF
- Review financial implications of expiring dock leases and develop an approach to offset lost revenues.

2012 Operating Objectives

1. Advance Renard Island closure activities
 - Unsuccessfully applied for 2011 Great Lakes Restoration Initiative (GLRI) grant program to locally achieve closure goals during winter of 2011/12.

- Determined with assistance from Federal Legislators and the Corps savings from the Cat Island project is able to be used for Renard Island closure.
- Push Corps of Engineers to pursue GLRI grant funding to achieve closure goals.
- Approval of Bay Port dredged material for use as final cap material.
Cost Estimate: \$15,000 Est. Actual Cost: \$40,000

2. Advance Cat Island Chain Restoration Project

- Evaluate Independent Construction and Operation of the Cat Island Restoration Project.
Cost Estimate: \$50,000 Actual: \$15,000
- Determined Brown County could build structure independent of Corps. Corps accelerated their schedule and completion of deliverables to meet County needs.
- Push USACE's advancement of Dredged Material Management Plan (DMMP) and National Environmental Protection Act (NEPA) review process.
- Utilized 2011 Great Lakes Restoration Initiative Grant to build first 1,500 feet of wave barrier in 2012.
- Negotiated Project Cooperative Agreement with Corps.
- Began construction of project in 2012.
Cost Estimate: \$27.4M Est. Actual Cost: \$19M
Action: Signed WDOT agreement and received NRDA funds.

3. Develop business case and marketing plan for beneficial reuse of dredged material.

Cost Estimate: \$15,000 Est. Actual Cost: \$1,000
Action: Hired graduate intern from UWGB to complete as part of his thesis.

4. Advance beneficial reuse of dredged material in Hwy 41-141 reconstruction.

Cost Estimate: \$10,000 Est. Actual Cost: \$85,000
Action: Received limited WDNR permit for use of dredge material in a variety of applications. 2012 earthmoving contracts did not include use of dredged material. Additional sampling and analysis completed

to pre-approve dredged material and increase likelihood of future use of material.

5. Actively promote FTZ general and subzone advantages to possible clientele starting with Northeast Wisconsin.

Cost Estimate: \$3,600 Est. Actual Cost: \$0

Action: Advertising.

6. Submit a Wetland Mitigation Bank prospectus for the Cat Island Chain Restoration Project to USACE.

Cost Estimate: \$3,600 Est. Actual Cost: \$0

Action: Deferred. Tried to partner with WDOT and engineering consultants unsuccessful.

7. Utilize Brown County Pike Spawning Project's wetland creation as mitigation for development of 1445 Bylsby Ave property.

Cost Estimate: \$10,000 Est. Actual Cost: \$0

Action: Unnecessary.

8. Permit expansion of Bay Port CDF to 7.5M cy. by adding two (2) additional dewatering cells.

Cost Estimate: \$10,000 Est. Actual Cost: \$10,000

Action: WDNR approval.

9. Submit 2012 WDOT Harbor Assistance Program Grant application for expansion of Bay Port in 2014. Dependent upon needs assessment.

Cost Estimate: \$0 Deferred

2013 Operating Objectives

1. Advance Renard Island closure activities.
 - Research permanent causeway permitting and ownership considerations.
 - Assist Corps with development of closure contract utilizing Bay Port dredge material as cap material.
 - Research grant and other funding opportunities for long-term use of Island.
 - Oversee closure activities.
2. Advance Cat Island Chain Restoration Project.
 - Modify project to include off-loading structure, seek grant amendment, cost-sharing arrangement, permits and approval.
 - Develop Operations and Maintenance Manual for Facility.
 - Work with UWGB on establishing baseline conditions as a basis for environmental and economic performance.
 - Complete construction of facility.
 - Reconstruct Lineville Road.
3. Advance beneficial reuse of dredge material in Hwy 41-141 reconstruction speaking at 2013 national DOT conference and articles in magazines.
4. Actively promote FTZ general and subzone advantages to possible clientele starting with NE Wisconsin. Attend FTZ and Port Economic Development Seminar in Portland, OR.
Cost Estimate: \$10,000 for marketing and outreach efforts
5. Submit 2014 WDOT Harbor Assistance Program Grant application for expansion of Bay Port. Dependent upon needs assessment.
6. Finish improving Blyssby and market for port use purposes.

4. Autonomous and World Class Operations

Strive for the Port of Green Bay to be autonomous with world-class operations. Analyze the organization's structure and government affiliation for the best opportunity to advance port operations and meet the public's needs.



Strategic Initiatives

- Refresh the brand of the Port of Green Bay to create a single, clear and recognizable identity.
- Review the Port and Harbor Commission structure with consideration of expanding involvement of key constituencies.
- Expand training and development opportunities for Port staff and the Harbor Commission to increase the effectiveness of the port leadership.
- Create a land-use plan to identify additional physical space and facilities to expand port operations.
- Enhance management processes to ensure effective execution of major projects (Renard Island, Cat Islands, etc.).

2012 Operating Objectives

1. Identity changes to be reflected in letterhead, phone book, facility signage, business cards, and web links.

Cost estimate: \$2,500

Est. Actual Cost: \$1,000

Action: Installed new street sign. Remaining items deferred until reorganization and Department name change is approved.

2. AAPA 5-day Executive Management Conference.

Cost Estimate: \$3,000

Est. Actual Cost: \$0

Action: Deferred.

3. Participate as strategic stakeholder in East Central Regional Planning Commission's Global Trade Strategy for NE Wisconsin.

Cost estimate: \$500.

Est. Actual Cost \$0.

Action: Completed.

4. Request Planning Department update Port Opportunity Study which identified available port property and infrastructure cost needs.

Cost Estimate: \$25000 Est. Actual Cost: \$25000

Action: Delayed into 2013 with WI Coastal Management Grant

2013 Operating Objectives

1. Reorganize Department to enhance management, cross training and effectiveness. Changes to be reflected in signage, letterhead, phone book listing, business cards, and web links.

Cost estimate: \$1000

2. AAPA 5-day Executive Management Conference.

Cost Estimate: \$5,000

3. Participate as strategic stakeholder in East Central Regional Planning Commission's Global Trade Strategy for NE Wisconsin.

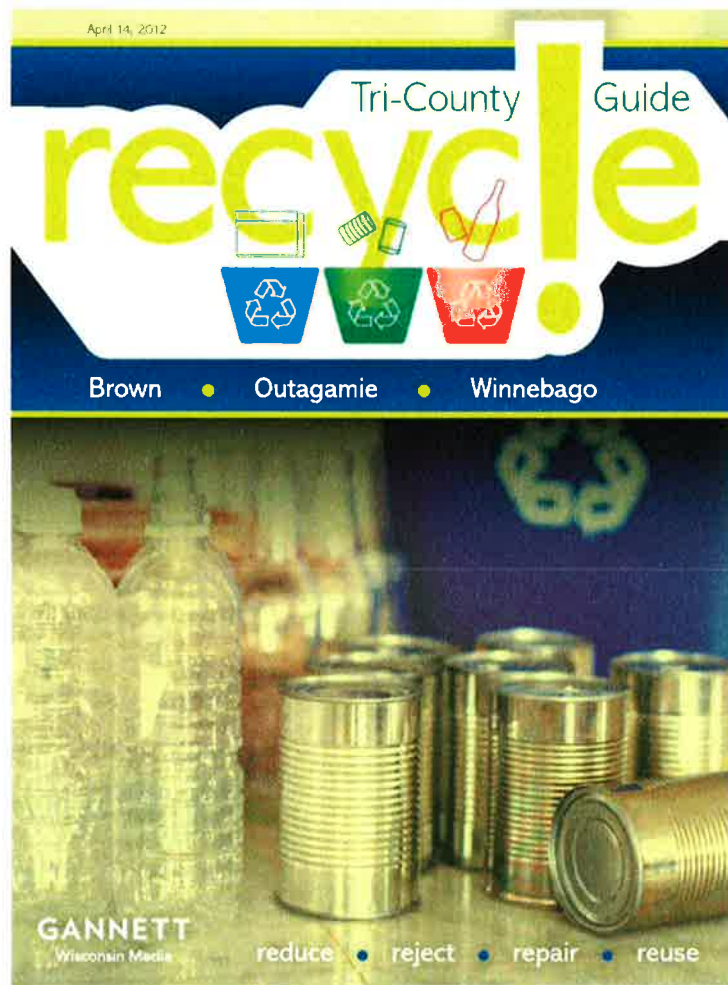
Cost estimate: \$500.

4. Port Opportunity Study which identified available port property and infrastructure cost needs. Cost estimate: \$25000 (WI Coast Management Grant)

2013 Operating Plan

As Part of The 2012 Strategic Solid Waste Management Plan

Brown County Port and Solid Waste Department



1. BACKGROUND

The Strategic Plan was adopted by Brown County for the Port & Solid Waste Department in July 2012. Annually an operating plan is to be created to review the prior year's activities and set goals from the upcoming year as the Department strives to meet the 5-year goals of the strategic plan.

2. DEPARTMENT VISION

"To provide competitive, cost-effective and environmentally sound management systems for solid waste and recyclable materials for Brown County customers."

3. GOALS AND OBJECTIVES

Solid Waste Area

General (including Transfer Station)

2012 Operating Objectives

- a) Negotiate municipal solid waste management services agreements. *Action: Completed. Secured 23 of 24 municipalities in 5 or 10 year long-term agreements. Total municipal contracted tonnage approximately 25,000 tons/year.*
- b) Encourage and play a role in the beneficial use of waste (such as recycling or energy production) if it is environmentally safe, economical and the operations are stable enough to consistently handle the constantly arriving waste stream. *Action: In-Progress. Implemented a C&D recycling program and a shingles recycling program. Beginning in June 2012, two (2) new recycling programs were initiated resulting in 4,400 tons of shingles and 1,429 tons of construction & demolition materials being recycled through the Brown County Transfer Station for a total reduction in landfill tonnage of 5,829 tons.*

County Executive's Waste Stream Economic Development Committee prepared a whitepaper in early 2013. Staff and the Solid Waste Board will advance the recommendations of the white paper to optimize current recycling programs, research and if feasible implement new programs, pursue a USDA grant to research the feasibility of a resource recovery park at the future South Landfill all efforts are related to the long-term strategy of redirecting the amount of waste going to landfills and turning it into marketable, saleable materials positioning Brown County to be environmentally sustainable and economically beneficial.

- c) Examine the long term effects of waste disposal or beneficial reuse on the population of Brown County *Action: On-going as part of the efforts of staff and the Waste Stream Committee*
- d) Execute 3-5 year private contracts with large landfill users. *Action: In-Progress. Negotiated new private contracts with 21 larger non-municipal customers securing 31,000 tons. Total private contracted tonnage approximately 94,000 tons/year.*



- e) Establish a tiered fee structure. *Action: Completed a \$3/ton differential with in the three tiered system (Preferred Contracted Rate, Contracted Rate and Gate Rate). Solid Waste Board's desire is eventually for a \$5/ton differential.*
- f) Initiate a fee for credit card use and encourage customers to electronically transfer bill payments reducing \$30-40,000 in credit card fees/year.

2013 Operating Objectives

- a) Reorganize and rename the Department, creating a more flexible, cross-trained, and responsive team to meet the Port & Solid Waste management needs for the future.
- b) Negotiate additional municipal solid waste management services agreements.
- c) Encourage and play a role in the beneficial use of waste (such as recycling or energy production) if it is environmentally safe, economical and the operations are stable enough to consistently handle the constantly arriving waste stream. Researching mattress, carpet and wood waste recycling, etc.
- d) Examine the long term effects of waste disposal or beneficial reuse on the population of Brown County.
- e) Execute 3-5 year private contracts with large landfill users.
- f) Establish a tiered fee structure. Striving towards \$5/ton differential as market conditions allow. This fee schedule will reward long-term customers and aid the Department in planning for the future.
- g) Create an on-line credit card bill pay feature for customers to pay bills and any credit card fees electronically.

East and West Landfill

2012 Operating Objectives

- a) Conduct a financial analysis to assess the adequacy of the existing closure fund. *Action: Deferred to 2013 as part of the Schenck & Associates financial analysis*
- b) Explore beneficial utilization of methane gas at the West Landfill. *Action: In-Progress. Had meetings with US Venture, MegTec, BreakthroughFuels and others exploring opportunities. Optimistic additional progress will be made during 2013.*
- c) The Brown County East Landfill leachate recirculation project operated and is permitted to operate in 2013. The project showed promising results with an increase in gas generation and will continue to be studied. *Action: In-Progress. Initiate second full year of Leachate Recirculation at the East Landfill continuing to increase gas production to the gas-to-energy facility.*
- d) In 2012, the Department reduced stormwater management fees at both the East and West Landfills by working collaboratively with the Town of Ledgewood and Village of Hobart to educate both communities concerning our on-site stormwater management practices. *Action: Completed*



2013 Operating Objectives

- a) Conduct a financial analysis to assess the adequacy of the existing closure fund. Hired Schenck & Associates in April 2013 to complete financial analysis of all solid waste funds and future needs.
- b) Explore beneficial utilization of methane gas at the West Landfill
- c) Continue operating East Landfill leachate recirculation project to prolong the life of the Gas-To-Energy project. Including asking WDNR to allow operation in 2014 and beyond.

South Landfill

2012 Operating Objectives

- a) Conduct a financial pro-forma and implementation timeline for the future South Landfill. *Action: Completed. Hired Foth Industries to identify schedule and costs in 2012 dollars.*
- b) Plan for the establishment of a designated closure fund. *Action: Deferred until completion of the Schenck & Associates financial analysis.*

2013 Operating Objectives

- a) Research Rural Solid Waste Management Grant for redesigning South Landfill for a Resource Recovery Park.
- b) Plan for the establishment of a designated closure fund and long-term care funds for South Landfill.
- c) Conduct a financial analysis of designated Department funds determining future needs and fund balances necessary to meet the future fund goals.

BOW Tri-County

2012 Operating Objectives

- a) Work with the BOW partner counties to initiate a strategic planning process for the BOW. *Action: BOW county agreed to create a strategic plan and the process began in November 2012 with stakeholder meetings. BOW Strategic Plan will be adopted by each county in 2013.*
- b) Encourage BOW to evaluate further regionalization of the BOW partnership to include other counties in an effort to maintain a level of tonnage necessary to cost effectively operate and offer competitive tipping fee for customers, while at the same time exploring waste reduction opportunities that are environmentally sustainable and cost effective. *Action: In-Progress. Preliminary discussions held. BOW Strategic Plan will further address and advance the effort.*
- c) Begin review of the BOW Partnership to give the individual counties a chance to begin the landfill siting process and finish it before the closing of the South Landfill. *Action: Deferred until 2014*
- d) Examine the viability of a Solid Waste Authority as part of the BOW partnership. *Action: Deferred until completion of the BOW Strategic Plan*



2013 Operating Objectives

- a) Complete and adopt a BOW Solid Waste Management Strategic Plan.
- b) Complete a plan to market and evaluate further regionalization of the BOW partnership to include other counties or private partners in an effort to maintain a level of tonnage necessary to cost effectively operate and offer competitive tipping fee for customers, while at the same time exploring waste reduction opportunities that are environmentally sustainable and cost effective.
- c) Begin review of the BOW Partnership to give the individual counties a chance to begin the landfill siting process and finish it before the closing of the South Landfill.
- d) Evaluate resource sharing opportunities between the BOW partners to save money, provide cross training and succession planning. Initial focus will be on environmental and gas monitoring.

Recycling Area

2012 Operating Objectives

1. Work with BOW to maximize BOW MRF recycling operations

- a) Work with BOW to attract additional recycling tonnage from outside of the BOW Counties to make a 2nd shift economically viable. *Action: Complete. The closing of One-Source resulted in significant recycling tonnage delivered to Brown County and BOW MRF. Temporary 2nd shift implemented.*
- b) Cooperate with the other BOW counties to explore additional waste reduction and recycling opportunities *Action: In-Progress*
- c) Encourage BOW to market the MRF to surrounding counties. *Action: Deferred. More than enough tonnage for 2nd shift as a result of One-Source closing.*
- d) Encourage BOW to utilize glass stockpile for beneficial reuse within the Outagamie County Landfill footprint. *Action: Incomplete*

2. Advocate for additional material sorting capabilities at the BOW MRF.

- a) Encourage the BOW MRF to add sorting capacity for plastics #3-7. *Action: In-Progress. Worked with BOW and consultant researching manual and mechanical means of separating. Also analyzed market conditions.*
- b) Encourage the BOW MRF to add sorting capacity for cartons. *Action: In-Progress. Worked with BOW and consultant researching manual and mechanical means of separating. Also analyzed market conditions.*

2013 Operating Objectives

1. Work with BOW to maximize BOW MRF recycling operations

- a) Implement 2nd shift by securing contract for necessary tonnage and have Outagamie County purchase capital and hire human resources.



- b) Cooperate with the other BOW counties to explore additional waste reduction and recycling opportunities.
- c) Encourage BOW to utilize glass stockpile for beneficial reuse within the Outagamie County Landfill footprint.

2. Advocate for additional material sorting capabilities at the BOW MRF.

- a. Implement MRF sorting capacity for plastics #3-7 and aseptic packaging.
- b. Implement educational messaging to the public for plastics #3-7 and aseptic packaging.

Household Hazardous Waste Area

2012 Operating Objectives

- a) Make the HHW program more self-sustainable and financially less dependent. *Action In-Progress. Operating Costs were off-set by revenues without additional subsidy by other department cost centers.*
- b) Expand the customer base of the HHW facility through regional programs. *Action: In-Progress. Expanded pharmaceutical collection activities to Oconto, Marinette and Shawano Counties. Cooperative HHW grant applications with Waupaca and Waushara Counties.*
- c) Market the HHW Facility to business and surrounding counties. *Action: In-Progress. Direct mail campaign to schools within northeast Wisconsin offering HHW services.*
- d) Evaluate incoming waste streams (r.e. latex paint) to determine if HHW is the best option for recycling/disposal versus landfilling. *Action: In-Progress. Continually analyzing cost effective management solution.*

2013 Operating Objectives

- a) Continue to make the HHW program more self-sustainable and within existing funding source.
- b) Expand the customer base by 25 VSQG customers at the HHW facility.
- c) Develop and evaluate HHW pick-up service pro-forma assessing demand and viability of offering a pick-up service for Very Small Quantity Generators (VSQG) customers.
- d) Evaluate incoming waste streams (r.e. latex paint) to determine if HHW is the best option for recycling/disposal versus landfilling.
- e) Research alternative disposal options for controlled substances collected by the pharmaceutical collection program.

General Area

2012 Operating Objectives

- a) Evaluate current long-term investment strategy versus risk management. *Action: In-Progress. Determined Department is capable of lending internally to other County Departments and possibly externally to other governments as a low risk investment strategy that is better than current investments returns, but did not identify any interested parties to date.*



- b) Evaluate current transfers of Port and Solid Waste funds transferred to County general funds. *Action: Completed. Identified farm land rents and payments in lieu of taxes as transferred to County general fund.*
- c) Evaluate the safe guards that protect customers' user fees collected for designated solid waste purposes. *Action: In-progress. County Board passed a resolution identifying and describing Department designated funds deposit and policies regarding withdrawals. Schenck financial analysis will determine adequate funding levels.*
- d) Examine new technologies and new trends to identify additional opportunities to either reduce costs or generate revenue. *Action: In-Progress. Staff and Waste Stream Committee are actively examining emerging technologies to stay on the leading edge of the industry. Implemented profitable C&D and shingles recycling programs*
- e) Analyze the current Brown County waste stream composition to identify potential areas for beneficial reuse and the costs associated with these opportunities. *Action: Complete. Brown County Waste Stream Committee determined that Brown County waste composition was not significantly different than the Wisconsin 2009 Waste Composition Study. The committee identified organics as a large waste volume that a management program may be created for. The committee also identified optimizing our existing programs to have greater participation and collections rates.*
- f) Incorporate green sustainability messages into department mission and strategies. *Action: In-Progress. Updated website has green sustainability messaging.*
- g) Develop an updated web site. *Action: Completed. A new department website was established to better inform our customers of the role we play within the County. The new site www.BrownCountyRecycling.org also includes information on what to do with many of the items that may need recycling or disposal.*
- h) Integrate social media into the department's informational and educational programming. *Action: Deferred until 2013*
- i) Provide cross training to better utilize staff skills, increase flexibility and professional development. *Action: Deferred. Will be part of the 2013 Department reorganization*
- j) Create succession planning opportunities. Create a succession plan for continued staffing and operations of the department. *Action: Deferred. Will be part of the 2013 Department reorganization.*
- k) Provide additional professional development and training opportunities. *Action: Completed. Required every employee to take at least one professional development training opportunity per year.*

2013 Operating Objectives

- a) Lend long-term investments internally to Brown County or other governments to improve are return while maintaining our low tolerance for risk. Term would likely need to be 1-10 years.
- b) Request use of farm land rents to reduce landfill tipping fees increase.



- c) Examine new technologies and new trends to identify additional opportunities to either reduce costs or generate revenue.
- d) Analyze the current Brown County waste stream composition to identify potential areas for beneficial reuse and the costs associated with these opportunities
- e) Incorporate green sustainability messages into department mission and strategies.
- f) Create succession planning opportunities. Create a succession plan for continued staffing and operations of the department.
- g) Integrate social media into the department's informational and educational programming.
- h) Provide cross training to better utilize staff skills, increase flexibility and professional development.
- i) Provide additional professional development and training opportunities.
- j) Continue the annual Stakeholder meeting that was held to bring together staff, elected officials, Board and other internal and external stakeholders to discuss existing and future plans in recycling and solid waste management.
- k) Continue the annual Customer Appreciation Days held over two days; one at the Solid Waste Transfer Station, the second at the Recycling Transfer Station to recognize our customers and their workers.



PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

June 6, 2013

Phil Stecker
Outagamie County
1419 Holland Road
Appleton, WI 54911-8985

RE: Tri-County Recycling Expansion

Dear Mr. Stecker,

Please accept this letter from Brown County Solid Waste Board and staff supporting the Tri-County Recycling expansion. The new Tri-County Material Recycling Facility (MRF) was placed into operation in mid-2009. The \$10 million MRF is a strategic regional investment made by the Tri-County partnership in 2008-2009 to ensure reliable and cost-efficient recycling for many years into the future. It has performed well over the past four years, yielding \$12 million in gross surpluses. In 2010, it was named the best recycling plant in North America by receiving the Gold Excellence Award in the category of "recycling systems" from the Solid Waste Association of North America (SWANA). Surpluses generated from selling commodities help communities pay for recycling collection.

Now, in mid-2013, the Brown-Outagamie-Winnebago (BOW) partnership has the opportunity to expand recycling operations to a second shift. When the MRF was planned in 2007-2008, we envisioned that someday it might expand to a two-shift operation. Private-sector industries run multiple shifts whenever possible to gain more efficient use of their large capital investments. Because of statewide need for the single-stream processing we perform, our business has been growing through 2012 and 2013. The One Source recycling company in Green Bay, Wisconsin and Rockford, Illinois, closed down in September 2012, producing a large influx of new tonnages at our MRF, with a significant portion delivered through the Brown County Recycling Transfer Station. As a result, BOW has been receiving more tonnage than one shift can handle and has implemented a temporary second shift. We have the tonnage to justify implementation of a permanent second shift and are actively negotiating a contract with a private hauler to secure the tonnage long term. Contracted tonnages will provide a justification for the Tri-County Recycling Expansion.

Over the past seven months, the Counties of the BOW partnership have evaluated the merits of instituting a long-term second shift and sorting more types of recyclables. We have sought advice from national-expert consultants and conducted our own in-house studies. The conclusions have been positive, and the BOW partnership is now ready to establish the second shift for long-term operation.

The proposed Brown-Outagamie-Winnebago (BOW) Tri-County Recycling Expansion will financially strengthen our Material Recovery Facility (MRF) managed by Outagamie County. Financial benefits from this Tri-County Recycling Expansion will flow through to the 65 northeast Wisconsin communities served by our regional MRF; in Brown County's case we forecast the additional return of \$5/ton in recycling rebates to our municipal customers. In addition, Brown County and the BOW will realize the following:

- Increase competitiveness
- Sustain stable long-term operations
- Expand recycling of different types of materials recycled, adding mixed plastics (3-7) and aseptic cartons
- Reduce processing costs/ton for BOW customers and thus increase recycling rebates
- Create 29 more jobs at our BOW recycling center

In conclusion, the addition of a permanent second shift will allow the Tri-County MRF to become even more efficient and continue to be a national example of recycling excellence.

Sincerely,



John Katers, Chairman
Solid Waste Board



Dean Haen, Director
Port and Solid Waste Department

Director's Report
Port and Solid Waste Department
June 24, 2013

- **Renard Island Closure** – Work underway with the WDNR and Corps to develop a contract for completing all WDNR required closure activities this upcoming winter. Effort will involve a closure date extension request and request to change other DNR approval conditions that are considered unnecessary during winter construction. Meeting set with WDNR to discuss permit requirements for County ownership of the causeway. Eventually the ultimate end use of the island will need to be discussed. Retained consultant is evaluating the possibility of receiving Natural Resource Damages (NRD) funds from the Fox River Clean-up responsible parties.
- **Cat Island Chain Restoration Project** – Project is 20% below cost and all funding partners have agreed to install the off-loading facility on the east end of the island. Brown County purchased the materials and the Corps in installing.
- **2nd shift at the BOW Single Stream Recycling Facility** – contract with Advanced Disposal Systems is being negotiated. Capital investment for a 2nd baler and optical sorter is being created. Outagamie County table of organization for additional staffing is also in the process of being approved.
- **2nd Annual Solid Waste Stakeholder's meeting** was held on June 20, 2013
- **Green Box Lease of MRF building space** has been terminated by Brown County for lack of payment. Locks changed on the building and Brown County is working with Corporation Counsel with regards to equipment left in the building that has been determined to be owned by a third party.

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 662-2160 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL H. VAN NOIE
DIRECTOR

Meeting: Planning, Development & Transportation Committee
Meeting Date: 6/24/13
Public Works Report

REPORT TO: PD&T Committee Members
Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr
Norb Dantine
Tom Sieber

REPORT FROM: Paul Van Noie
Public Works Director

AGENDA ITEM: Bid Approval for Bid Project #1702: Mental Health Center Demolition
Contractor

RECOMMENDATION: Six (6) contractor bids were received on June 13, 2013 for the Demolition of the former Brown County Mental Health Center (MHC).

At this time, Public Works Facility Management is recommending to award the bid to L & M Trucking in the amount of \$160,640.

FISCAL IMPACT: \$160,640

ADDITIONAL INFORMATION: Attached Bid Tabulation Results

BID TABULATION RECORD

Sealed Bid Project # 1702 - Demolition of the former BC Mental Health Center (MHC)

Public Works Facility Management

PURCHASING CONTACT: CAC

DUE DATE & TIME : Thursday, June 13, 2013 at 11:00AM to BC CLERK

OPENING DATE & TIME: IMMEDIATELY FOLLOWING DUE DATE IN ROOM 200 OF THE NORTHERN BUILDING

No.	CONTRACTOR	CONTACT NAME	CITY	ST	BASE BID A: MHC Demo by use of explosives	BASE BID B: MHC Demo by use of mechanical means	ALTERNATIVE BID; Removal of 1934 roof	TOTAL OF THE LOWEST BASE BID AND ALTERNATE BID	List of 5 references	*BID BOND (5% for over \$50K)	ADD 1: site visit	ADD 2: Q & A	ADD 3: Revised bid sheet	Intent to Award
1	L&M Trucking	Lee Martin	Wrightstown	WI	\$ -	\$ 136,440.00	\$ 24,200.00	\$ 160,640.00	X	X	X	X	X	X
2	Badgerland Demolition & Earthwork	Dave Wilkiquette	DePere	WI	\$ -	\$ 174,958.00	\$ -	\$ 174,958.00	X	X	X	X	X	
3	CW Purpero		Oak Creek	WI	\$ -	\$ 192,000.00	\$ -	\$ 192,000.00	X	X				
4	Dore & Associates Contracting	Mary Smith	Bay City	MI	\$ -	\$ 319,200.00	\$ 64,100.00	\$ 383,300.00	X	X	X	X	X	
5	American Demolition Corp	Bill Beaman	Elgin	IL	\$ -	\$ 251,850.00	\$ 279,350.00	\$ 531,200.00	X	X	X	X	X	
6	Veit & Company	Pete Salamoun	New Berlin	WI	\$ 829,136.00	\$ 379,136.00	\$ 760,464.00	\$ 1,139,600.00	X	X	X	X	X	
#4	*Bid bonds can be in the form of a bid bond, certified check or cashier's check for projects from \$50 - \$100K. Bid bonds for any projects over \$100K need to be submitted as a bid bond only.													

BROWN COUNTY PUBLIC WORKS DEPARTMENT

Management Discussion and Analysis of Operations

Period Ended 5/31/2013

Summary of the Operations for Public Works

The Public Works Department is performing better than anticipated with positive variances in most areas.

HIGHWAY

660 Fund:

For May 2013 we are reflecting a positive variance of \$85,335 and an estimated positive year-to-date variance of \$245,057.

For May 2013, "Intergovernmental Revenues" had a negative variance of \$19,435; but a year-to-date positive variance of \$1,097,151. This positive variance is primarily attributed to the long and heavy winter season we had at the beginning of this year.

"Miscellaneous Revenue" has a negative variance for the month of May of \$680,975 which is primarily due to Capital Projects. The activity on our Capital Projects is just beginning. We anticipate this negative variance in "Miscellaneous Revenue" will be offset in future periods as the work on Capital Projects increases.

The reduction in the above "Miscellaneous Revenue" is offset by a corresponding reduction in operating expenses, interdepartmental charges, and personnel costs.

240 Fund:

When comparing budget-to-actual results, we planned on using \$611K of reserve funds for year 2013 compared to the estimated actual usage of reserve funds of \$614K which is an improvement from last month. Total county maintenance budget spent to date is 61.13% due to the winter season; however, the Public Works Department is doing better than budgeted in the other maintenance categories and has come in under budget in Surface Maintenance, Trash Pickup, and Traffic Signal Maintenance. This is reflected in the current month positive variance of \$73,551 in CTH Maintenance. The remaining budget appears to be adequate for the remainder of 2013.

400s-Capital Projects:

For the Highway's Capital Project Funds we are anticipating a fund increase of \$1,157,845.83, which is primarily attributable to the savings from the projects completed in 2012. Public Works intends to apply \$978K of the savings to future projects to lesson future levy and bonding requirements.

Attached are the May 2013 Budget-to-Actual comparisons for the Highway Division of Public Works. Also, please find a Financial Summary for Road Maintenance through May 31, 2013, which is included in the aforementioned summary.

FACILITIES

As of May 31, we are showing a year to date (YTD) positive variance of \$143,183. Total revenues are on target and total expenses are down by 5%.

Although we have a positive variance in total revenue, "Miscellaneous Revenues" are down by 4% primarily due to the intra-county charges for maintenance and housekeeping at the Community Treatment Center (CTC). This revenue source is down due to reduced service work performed at CTC.

The reduction in Miscellaneous Revenues is offset by a corresponding reduction in personnel costs and operating expenses. However, contract services are running higher than anticipated due to contracting with a temp agency to compensate for vacancies. Also, certain professional services were needed for the demolition planning with regards to the vacated Mental Health Center. These costs were not initially budgeted. The interdepartmental charges are also running higher than budgeted and is primarily due to using the Highway Division Electrician as the Facility Management Division Electrician began work on May 28.

Attached are the Budget-to-Actual comparisons through May 31, 2013 for the Facilities Division of Public Works.

STAFFING SUMMARY:

HIGHWAY DIVISION			FACILITIES DIVISION		
	Budgeted FTE's	Actual #FTE's		Budgeted FTE's	Actual #FTE's
Mgmt / Office	11.2	10.5 *	Mgmt / Office	6.16	6.1 **
Electrician	1	1	Fac Mechanic / Workers	18	17
Engineering	4	4	Housekeeping	18.5	16.5
Mechanical	11	11	Electrician	1	1
Laborers	65	61 *	Security	0.53	0
Parks	1.65	0	Summer Help	0.46	0.46
Summer Help	4	3.24			
TOTAL	97.85	90.74	TOTAL	44.65	41.06

* 4 Full-time Highway Laborers and a 0.7 Clerk Typist II - Unfunded (Per 2013 Budget)

** 0.06 Facility Manager position eliminated in January 2013.

BROWN COUNTY PUBLIC WORKS DEPARTMENT
FACILITIES FINANCIAL SUMMARY-FUND 100
 Month Ending May 31, 2013

	May 2012 Budget	May 2012 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue									
Public Charges	1,250	1,250	-	6,250	6,250	-	15,000	6,250	42%
Miscellaneous Revenue	54,023	54,173	150	270,115	271,742	1,627	648,277	271,742	42%
Other Financing Sources-Trans	100,370	85,902	(14,468)	501,848	453,615	(48,233)	1,204,435	453,615	38%
Total Revenues	155,643	141,326	(14,317)	863,850	817,244	(46,606)	1,953,349	817,244	42%
Personnel Cost									
Operating Expenses	212,860	169,896	(42,964)	1,064,300	962,252	(102,048)	2,554,319	962,252	38%
Interdepartmental Charges	136,283	111,277	(25,006)	681,417	587,043	(94,374)	1,635,401	587,043	36%
Outlay	7,155	10,369	3,214	35,775	49,430	13,655	85,860	49,430	58%
Other Financing Uses-Trans	3,283	-	(3,283)	16,413	9,390	(7,023)	39,390	9,390	0%
Total Expenditures	359,581	291,542	(68,039)	1,797,905	1,608,115	(189,790)	4,314,970	1,608,115	37%
Property Taxes	196,802	196,802	(0)	984,009	984,009	(0)	2,361,621	984,009	42%
Increase (Use) of Fund Balance	(7,136)	46,586	53,722	49,954	193,137	143,183	-	193,137	

BROWN COUNTY PUBLIC WORKS DEPARTMENT
HIGHWAY FINANCIAL SUMMARY
 Month Ending May 31, 2013

660 Fund

	May 2013 Budget	May 2013 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	251,507	232,072	(19,435)	1,322,740	2,419,891	1,097,151	3,400,000	2,419,891	71%
Public Charges	2,589	19,756	17,167	13,616	25,561	11,945	35,000	25,561	73%
Miscellaneous Revenue	1,462,090	781,115	(680,975)	7,310,450	3,510,262	(3,800,188)	17,545,074	3,510,262	20%
Other Financing Sources-Trans	50,917	50,917	(0)	254,585	254,583	(2)	611,000	254,583	42%
Total Revenues	1,767,103	1,083,859	(683,244)	8,901,391	6,210,298	(2,691,093)	21,591,074	6,210,298	29%
Personnel Cost	554,782	498,435	(56,347)	2,773,908	2,882,366	108,458	6,657,380	2,882,366	43%
Operating Expenses	1,214,861	476,922	(737,939)	6,074,305	2,940,546	(3,133,759)	14,578,333	2,940,546	20%
Interdepartmental Charges	29,613	23,167	(6,446)	148,067	142,330	(5,737)	355,361	142,330	40%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
Total Expenses	1,799,256	998,524	(800,732)	8,996,280	5,965,242	(3,031,038)	21,591,074	5,965,242	28%
Property Taxes	-	-	-	-	-	-	-	-	0%
Increase (Use) of Fund Balance	(32,153)	85,335	117,488	(94,889)	245,057	339,946	-	245,057	

240 Fund

	May 2013 Budget	May 2013 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	-	-	-	1,124,855	1,124,855	-	4,002,000	1,124,855	28%
Property Taxes	14,583	14,583	0	72,917	72,917	(0)	175,000	72,917	42%
Total Revenues	14,583	14,583	0	1,197,772	1,197,772	(0)	4,177,000	1,197,772	29%
CTH Maintenance	235,958	162,407	(73,551)	1,795,665	2,320,630	524,965	3,796,000	2,320,630	61%
Bridge Aid & Hwy Construction	31,750	13,062	(18,688)	158,750	32,234	(126,516)	381,000	32,234	8%
Transfer Out	50,917	50,917	(0)	254,583	254,583	0	611,000	254,583	42%
Total Expenses	318,625	226,386	(92,239)	2,208,998	2,607,447	398,449	4,788,000	2,607,447	54%
Increase (Use) of Fund Balance	(304,042)	(211,802)	92,240	(1,011,226)	(1,409,676)	(398,450)	(611,000)	(1,409,676)	

400s--Capital Projects

GTA Accrued \$ 670,812
 other GTA Areas \$ 124,594
 after savings from 660 (614,270)
 (274,324)

Est CAP PROJ FUND BALANCE 5/31/13 11,539,853.32
 Add Interest Income 2,242.14
 Less Projects est costs yet (10,195,450.99)
 Less Payments To Debt Service (186,556.50)
Estimated Fund Increase 1,157,845.83

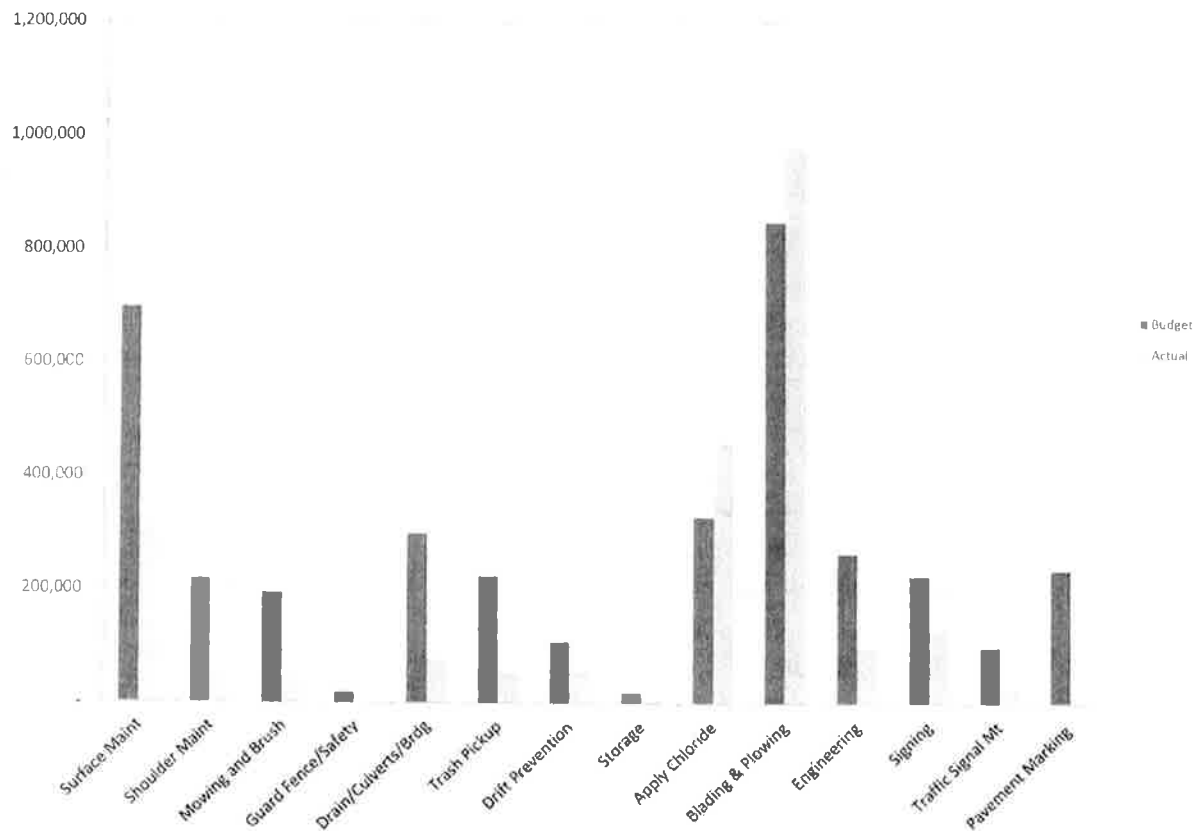
Main Contributors (Est Fund Increase)

	Notes:
V-17 123,287.84 2008 Bond	
AAA-16 448,808.50 Bond	Save for future AAA project in 2014
C-18 314,942.63 Bond	Save for current C project... there was a portion of C-18 decided not to complete until we did C-19
N-15 156,845.14 Bond	Save for Future N Project (projected 2015 STP project)
K-16 55,776 Bond	Save for now in case additional charges... in audit phase with DOT
Total 1,099,660 95%	

**BROWN COUNTY PUBLIC WORKS
ROAD MAINTENANCE BUDGET TO ACTUAL-FUND 240
AS OF 5/31/13**

	Budget	Actual	Remaining	Percentage Used
Surface Maint	700,000	322,494.20	377,506	46.07%
Shoulder Maint	220,000	46,605.38	173,395	21.18%
Mowing and Brush	196,000	45,311.22	150,689	23.12%
Guard Fence/Safety	20,000	1,757.62	18,242	8.79%
Drain/Culverts/Brdg	300,000	78,827.87	221,172	26.28%
Trash Pickup	225,000	56,675.33	168,325	25.19%
Drift Prevention	110,000	57,394.49	52,606	52.18%
Storage	20,000	8,333.30	11,667	41.67%
Apply Chloride	330,000	464,102.75	(134,103)	140.64%
Blading & Plowing	850,000	979,584.42	(129,584)	115.25%
Engineering	265,000	98,916.13	166,084	37.33%
Signing	225,000	128,816.90	96,183	57.25%
Traffic Signal Mt	100,000	27,229.74	72,770	27.23%
Pavement Marking	235,000	4,580.50	230,420	1.95%
Total	3,796,000	2,320,629.85	1,475,370	61.13%

Budget to Actual-Maintenance



BUDGET ADJUSTMENT REQUEST


<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

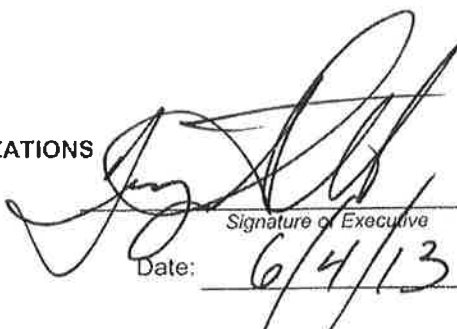
Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	411.3200.700	Asset Maintenance-Fund Balance	75,614
<input checked="" type="checkbox"/>	<input type="checkbox"/>	411.054.6110.020	Outlay Equipment	75,614
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

The jail has two hot water heaters; one that serves the laundry & kitchen, and the other which provides hot water for the inmate showers, restrooms. The larger of the two units failed. The smaller unit is presently providing hot water for the entire facility but there is no redundancy/backup system in place if this unit fails. Additionally, the water heater currently in operation is not reliable. Total cost for the project is \$75,614.00 including hot water boilers, storage tanks, roof work, and electrical work.

AUTHORIZATIONS


 Signature of Department Head
 Department: PWD
 Date: 6/4/13


 Signature of Executive
 Date: 6/4/13